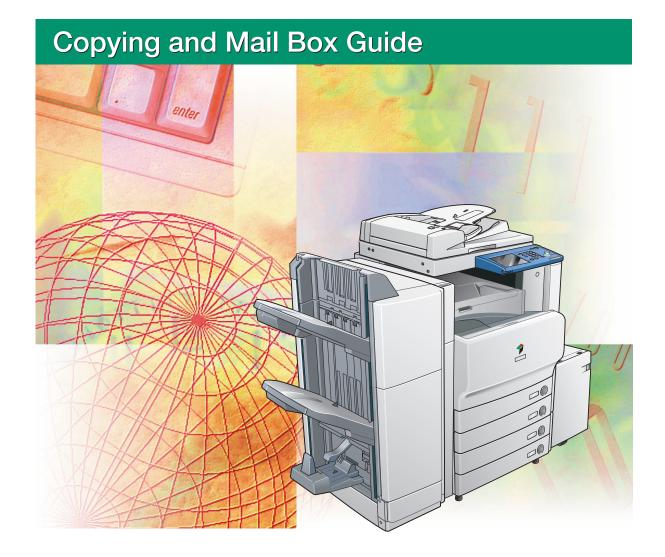
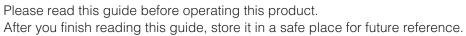
Canon

Color imageRUNNER (3480/(3480i (3080/(3080i (2550





Color imageRUNNER C3480/C3480i C3080/C3080i C2550 Copying and Mail Box Guide



Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are included on the accompanying CD-ROM. (See footnote on the next page.)

Quick Reference for Basic Operations





Learn How to Use Your Machine

The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine

Tutorial CD



- Precautions for Using Your Machine
- Troubleshooting
- Specifications

Instructions

Support Guide



Basic Operations

Reference Guide



Copying and Mail Box Instructions

Copying and Mail Box Guide (This Document)



Sending and Fax Instructions

Sending and Facsimile Guide



 Setting Up the Network Connection and Installing the CD-ROM Software

Network Quick Start Guide



Remote User Interface Instructions

Remote UI Guide



Network Connectivity and Setup Instructions

Network Guide



• Color Network ScanGear Installation and

Color Network ScanGear User's Guide



 PS/PCL/UFR II Printer and Direct Printing Instructions PS/PCL/UFR II Printer Guide



 PCL Printer Driver Installation and Instructions

PCL Driver Guide



- PS Printer Driver Installation and Instructions
- UFR II Printer Driver Installation and Instructions
- Mac OS X PS Printer Driver Installation and Instructions
- Mac OS X UFR II Printer Driver Installation and Instructions
- Fax Driver Installation and Instructions
- Installing MEAP Applications and Using the Login Service

PS Driver Guide



UFR II Driver Guide



Mac PS Driver Guide



Mac UFR II Driver Guide



Fax Driver Guide



MEAP SMS Administrator Guide



[•] To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).

[•] The machine illustration on the cover may differ slightly from your machine.



How This Manual Is Organized

Chapter 1	Introduction to the Copy Functions
Chapter 2	Introduction to the Mail Box Functions
Chapter 3	Basic Copying and Mail Box Features
Chapter 4	Special Copying and Mail Box Features
Chapter 5	Memory Features
Chapter 6	Sending and Receiving Documents Using the Inboxes
Chapter 7	Using the Express Copy Basic Features Screen
Chapter 8	Customizing Settings

Includes the color copy samples, combination of functions chart, and the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING Indicates a w

⚠ CAUTION

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

A

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the

machine safely, always pay attention to these cautions.

IMPORTANT Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid

damage to the machine.

NOTE Indicates a clarification of an operation, or contains additional

explanations for a procedure. Reading these notes is highly

recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

Touch Panel Display [Key Name]

Keys:

Examples: [Cancel]

[Done]

Control Panel Keys: Key Icon (Key Name)

Examples:

(Start)

(Stop)

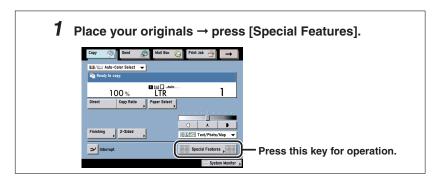
Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the following optional equipment is attached to the Color imageRUNNER C3480i: the Super G3 FAX Board, Finisher-Z1, and Cassette Feeding Unit-Y3.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

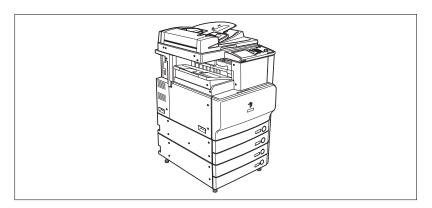
The keys which you should press are marked with a _____, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.



Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the Color imageRUNNER C3480i has the following optional equipment attached to it: the Finisher-Z1 and Cassette Feeding Unit-Y3.



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Preserving Color Copies

■ Fading Due to Exposure to Light

As with all printed material and photographs, this is not a problem if the copies are stored under normal conditions. Color copies exposed for two years to the fluorescent lighting used in general offices will hardly fade, depending on the storage conditions. Color copies should be stored in binders or in locations that are not exposed to light if they are to be kept for a long period of time.

■ Use of Clear Covers

Do not use PVC type transparent covers. If copies are stored in such covers, toner on the copies softens, causing the copies and covers to adhere to each other.

■ Use of Adhesives

Only adhesives that do not dissolve toner should be used for mounting copies; solvents dissolve toner. Be sure to check the ingredients of the adhesive before you use it. Test some adhesives with an unwanted color copy before you use it with a valuable copy.

■ Inserting Copies Between Printed Pages

When copies are included in books, the solvents contained in printing ink may cause the toner to soften. The printed pages should, therefore, be thoroughly dried to evaporate any solvents before the copies are inserted.

■ Folding Copies

Color copies differ from black-and-white copies in that toners of four colors are used. These toners are deposited on the surface of the paper in a layer considerably thicker than black-and-white copies, and they may peel if the copy is folded or wrinkled. Copies should be stored in flat transparent covers, in binders, or carefully rolled.

■ Effect of High Temperatures

If copies are left in high-temperature areas (near heaters, stoves, etc.), the toner will melt, and the colors will mix.

Introduction to the Copy Functions



This chapter is an introduction to the Copy functions.

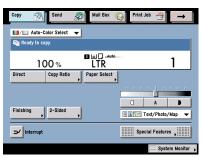
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Overview of the Color imageRUNNER C3480/C3480i/C3080/C3080i/C2550

Most operations of this machine are done from the touch panel display. To use the Copy functions, press the appropriate key in accordance with the messages displayed on the touch panel display.

Switching the Copy Basic Features Screen

After the power is turned ON, the Regular Copy Basic Features screen appears on the touch panel display. This machine also includes an Express Copy function. The Express Copy function is useful for advanced users, as it allows you to set the various copying modes with fewer steps than the Regular Copy function. The following screens are examples of the Basic Features screen for the copying function. You can press [Copy] or [Express Copy] to switch the Copy Basic Features screen.







Express Copy Basic Features Screen

The Express Copy Basic Features screen simplifies the copying procedures of the Regular Copy Basic Features screen. For information on how to use the Express Copy Basic Features screen, see Chapter 7, "Using the Express Copy Basic Features Screen."

⊘ NOTE

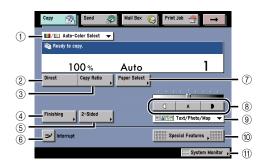
- By default, both the Regular and Express Copy function keys are displayed on the Copy Basic Features screen. You can conduct the same range of settings from both the Regular Copy Basic Features screen and the Express Copy Basic Features screen. From the Additional Functions screen, you can set to display only the Regular Copy function key or Express Copy function key. (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- By default, the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates, is the Regular Copy Basic Features screen.

- After changing the copy settings, even if you switch to the Express Copy Basic Features screen from the Regular Copy Basic Features screen, or vice versa, the copy settings will be retained.
- If you press ② (Reset) on the Express Copy Basic Features screen, the display returns to the Express Copy Basic Features screen. If you press ② (Reset) on the Regular Copy Basic Features screen, the display returns to the Regular Copy Basic Features screen.

Various Copying Features

■ Regular Copy Basic Features Screen

The screen below, which appears when [Copy] is selected, is called the Regular Copy Basic Features screen.



1) Color Selection Drop-Down List

Press to select the color mode for copying.

② Direct

Press to make copies in the same size as your original.

③ Copy Ratio

Press to reduce or enlarge the copy size.

(4) Finishing

Press to select the Collate, Group, or Staple mode.

(5) **2-Sided**

Press to make [1▶2-Sided], [2▶2-Sided], [2▶1-Sided], or [Book▶2-Sided] copies.

(6) Interrupt

Press to interrupt a copy job to make priority copies.

(7) Paper Select

Press to select the paper size/type and the paper source.

8 Copy Exposure

Press [☐] or [▶] to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

Original Type Drop-Down List

Press to make copies according to the type of original ([Text/Photo/Map], [Printed Image], [Photo], or [Text]).

(10) Special Features

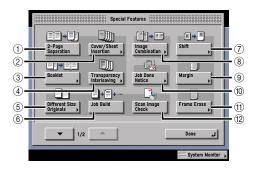
Press to select a Special Features mode.

(1) System Monitor

Press to check the progress of a copy job, change the order of printing, or cancel printing.

■ Special Features Screen 1/2

The screen below, which appears on the touch panel display when you press [Special Features] on the Regular Copy Basic Features screen, is called the Special Features screen. This screen is divided into two screens. Pressing [▼] or [▲] displays the next or previous screen. All special copy modes are displayed here. In some cases, when a mode is selected, a more detailed screen for the selected mode appears. To close the Special Features screen and return to the Regular Copy Basic Features screen, press [Done]. Pressing ② (Help) after selecting a mode displays the Help screen containing guidance information. This is useful when you want to learn more about the selected mode.



1 2-Page Separation

Press to select or cancel the 2-Page Separation mode. This mode enables you to copy facing pages of an opened book onto separate copy sheets.

(2) Cover/Sheet Insertion

Press to add covers, sheet insertions, or chapter pages between specified pages.

3 Booklet

Press to make copies of several originals to form a booklet.

(4) Transparency Interleaving

Press to insert a sheet between each transparency when copying transparencies. You can make the same prints on the interleaf sheets as those on the transparencies.

⑤ Different Size Originals

Press to make copies feeding different size originals together in one group, by placing them in the feeder.

(6) Job Build

Press to select or cancel the Job Build mode. This mode enables you to divide the originals into several parts, scan them, and then print them all together. This is convenient when you cannot place all of the originals that you want to copy at one time.

(7) Shift

Press to shift the position of the original image on the copy sheet.

8 Image Combination

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.

Margin

Press to create margins along the sides of a copy sheet.

10 Job Done Notice

Press to have the machine notify the user through e-mail when the copy job is done.

(11) Frame Erase

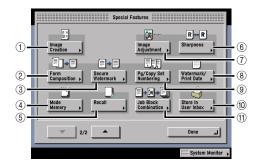
Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

(2) Scan Image Check

Press to confirm scanned images page by page before copying when you scan originals on the platen glass.

■ Special Features Screen 2/2

The screen below appears if you press [▼] on the Special Features screen.



1 Image Creation

Press to manipulate the image on the copy by selecting [Nega/Posi], [Image Repeat], [Mirror Image], or [Area Designation].

② Form Composition

Press to superimpose an image stored in memory onto the original image for copying.

3 Secure Watermark

Press to embed hidden text in the background. The hidden text will become visible if the resulting output is copied.

(4) Mode Memory

Press to store or recall copy modes.

(5) Recall

Press to recall previously set copy modes.

(6) Sharpness

Press to sharpen or soften the image of the original on the copy.

(7) Image Adjustment

Press to specify the settings for Image Quality Adjustment, Color Balance, and One Touch Color.

(8) Watermark/Print Date

Press to include the watermark and date on copies.

Press to include page and copy set numbers on copies.

10 Store In User Inbox

Press to store originals scanned from the Regular Copy Basic Features screen as a document in a User Inbox.

(f) Job Block Combination

Press to scan multiple batches of originals with different copy settings and print them as one document.

Flow of Copy Operations

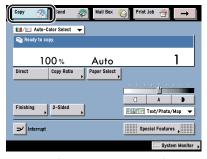
This section describes the flow of basic copy operations.



NOTE

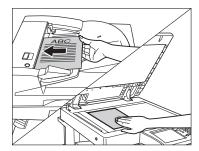
- Before using the Copy function, it is useful to read the following topics:
- Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
- Entering characters from the touch panel display (See Chapter 2, "Basic Operations," in the *Reference Guide*.)
- Routine maintenance (See Chapter 7, "Routine Maintenance," in the Reference Guide.)
- If you are using a login service, log in and log out using the procedure for the login service you are using before and after operating the machine.
 - If you are using Department ID Management with the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the *Reference Guide*.
 - If you are using Department ID Management, see Chapter 2, "Basic Operations," in the Reference Guide.
 - If you are performing user authentication using the SDL or SSO login service, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To cancel all settings, press (2) (Reset).

1 Press [Copy].



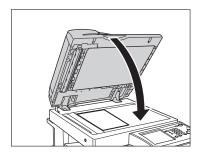
Regular Copy Basic Features Screen

Place your originals.



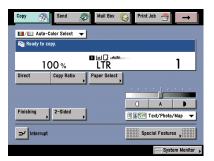
- NOTE
- For instructions on placing your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or the Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

Gently close the feeder/platen cover.



The paper size is recognized automatically. If the paper size recognized automatically is different from the paper size you want, press [Paper Select] → select the copy paper size. (See "Paper Selection," on p. 1-12.)

4 Specify the desired copy modes on the Copy Basic Features screen.



IMPORTANT

When the Auto-Color Select mode is set and your originals contain color sections, the machine copies them in the Full Color mode. However, the machine may copy the color originals in the Black mode under the following conditions. To avoid this, set the color mode to 'Full Color'. (See "Changing Color Modes," on p. 3-56.)

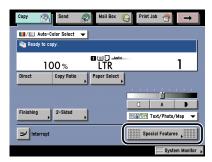
- If the originals contain a few color sections
- If the color sections are located only on the left side (within 3/8" (10 mm) from the left edge) of the originals when loading the originals in the feeder
- If the color sections of the originals are close to black
- If the originals contain light color densities



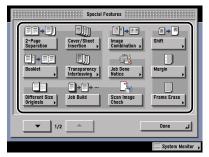
On the Copy Basic Features screen, you can select the color mode, paper size and type, copy exposure, original type, copy ratio, 2-sided mode, and the desired Finishing mode.

5 Set the desired copy modes on the Special Features screen.

☐ Press [Special Features].



☐ Press the desired mode key to set the mode.



The Special Features screen is divided into two screens. Press $[\blacktriangledown]$ or $[\blacktriangle]$ to display the desired mode.

For more information on the other available functions on the Special Features screen, see Chapters 4 through 5.

6 Press ① - ⑨ (numeric keys) to enter the desired copy quantity (1 to 999).

If you make a mistake when entering values, press \odot (Clear) \rightarrow enter the correct value.

The copy quantity appears on the right side of the Copy Basic Features screen.

IMPORTANT

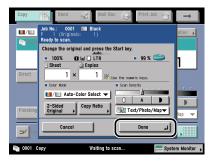
You cannot change the copy quantity while the machine is copying.



The number of copies which can be set varies according to the copy modes you have set.

Press ((Start).

If the following screen is displayed, follow the instructions on the touch panel display → press () (Start) once for each original. When scanning is complete, press [Done].



Copying starts.

IMPORTANT

You cannot change copy mode settings, such as the copy quantity and paper size, while the machine is copying.



∧ NOTE

If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

- If you want to stop, interrupt, or copy another original during a copy job, follow the instructions below.
 - If you want to stop a copy job:
 - ☐ Press (Stop).



∧ NOTE

- Several copies may be output even after you press (Stop).
- You can also cancel a copy job from the System Monitor screen. (See "Canceling a Copy Job," on p. 1-18.)

• If you want to interrupt a copy job:

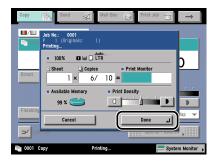
☐ To interrupt a copy job when you need to make priority copies, press [Interrupt].





For instructions on interrupting a copy job, see "Interrupt Mode," on p. 1-29.

- If you want to start copying the next original while a previous original is printing:
 - \square Press [Done] \rightarrow place your originals \rightarrow press \bigcirc (Start).





For instructions on reserving a copy job, see "Reserved Copying," on p. 1-21.

9 When copying is complete, remove your originals.

Paper Selection



IMPORTANT

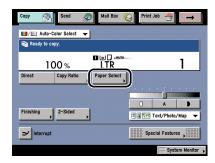
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- If you want to copy an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off, load the stack bypass with 12 5/ 8" x 17 11/16" or 12" x 18" paper, or load a paper drawer with 12" x 18" paper. (See Chapter 2, "Basic Operations," in the Reference Guide and "Entire Image," on p. 3-15.)
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.



NOTE

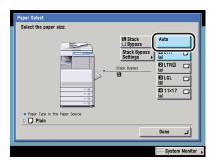
- If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, look under the margin areas in the Specifications table in Chapter 9, "Appendix," in the Reference Guide.
- If you select the Entire Image mode, the copied image is automatically reduced slightly based on the copy paper size and the image size. As a result, the entire original image is reproduced on the copy without being cut off. (See "Entire Image," on p. 3-15.)
- If you select [Envelope], [Tracing Paper], [Transparency], or [Labels], you cannot specify any Finishing modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions) screen) is set to 'On', and the paper size/type have been stored, the selected paper size/ type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- For instructions on loading paper into the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For more information on paper types, see Chapter 2, "Basic Operations," in the Reference Guide.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.

1 Place your originals → press [Paper Select].



To set the machine to automatically select the copy paper size:

☐ Press [Auto].



If you selected [Transparency], press [Overhead Project. Type] and select either [Transmissive] or [Reflective].

IMPORTANT

You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.

- Nonstandard size originals
- Highly transparent originals, such as transparencies
- Originals with an extremely dark background
- STMT, STMTR, or smaller originals (however, STMT originals can be detected when placed in the feeder)



If Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'Off' for a particular paper source, you cannot make copies on paper loaded in that paper source in the Automatic Paper Selection mode. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

• To manually select the copy paper size and type:

☐ Select the desired paper size.



∧ NOTE

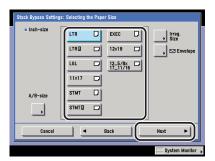
- The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers.
- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information into the machine beforehand. (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- 🔲 indicates that the paper is loaded vertically, and 🖵 indicates that the paper is loaded horizontally. The suffix <R> (such as in LTRR) used in paper size designations indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.

• To copy on standard size paper loaded in the stack bypass:

☐ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

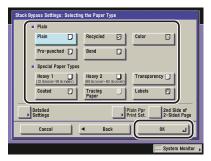
 \square Select the desired paper size \rightarrow press [Next].





To select an A or B series paper size, press [A/B-size].

 \square Select the desired paper type \rightarrow press [OK].



If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy]. If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page1.



- [Transparency] can be selected only if [LTR] is selected as the paper size.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see Chapter 6, "System Manager Settings," in the Reference Guide.

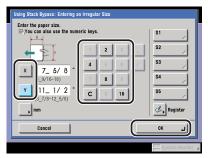
To copy on nonstandard size paper loaded in the stack bypass:

☐ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

- ☐ Press [Irreg. Size].
- \square Press [X] (horizontal axis) \rightarrow enter a value.
- □ Press [Y] (vertical axis) → enter a value.

☐ Press [OK].



You can also press a size key in which a paper size is registered ([S1] to [S5]), instead of entering a value.



∧ NOTE

To recall a paper size from a size key ([S1] to [S5]), it is necessary to register a paper size in that key beforehand. For instructions on registering a paper size, see Chapter 4, "Customizing Settings," in the Reference Guide.

- □ Press [Next].
- \square Select the desired paper type \rightarrow press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].



IMPORTANT

If you select a nonstandard size paper, the Poster, Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, Hole Punch, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Job Block Combination, or Store In User Inbox mode cannot be specified.

To copy on an envelope loaded in the stack bypass:

☐ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

- ☐ Press [Envelope].
- \square Select the desired envelope type \rightarrow press [OK].

IMPORTANT

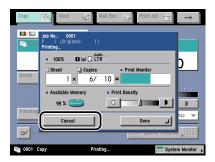
- If the envelope type is not set correctly, a paper jam will occur.
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- If you select [Envelope], the Poster, Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Image Combination, Form Composition, or Job Block Combination mode cannot be specified.
- ☐ Press [OK].

2 Press [Done].

Canceling a Copy Job

Using the Touch Panel Display

1 Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.



The copy job is canceled.



NOTE

If you cancel a copy job during scanning, be sure to remove the original for that job.

Using the Stop Key

1 Press (Stop).

When canceling a job that which is being printed, press [Cancel] on the pop-up screen that appears during printing.

Select the copy job that you want to cancel → press [Cancel].



You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

The copy job is canceled.

3 Press [Resume Copying].

Copying resumes.

(IMPORTANT

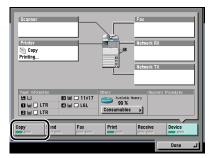
When you press \bigcirc (Stop) while copying in the Store In User Inbox mode and if the Store In User Inbox (Copy upon Storing) mode is not set, the job is not paused, but canceled.

Using the System Monitor Screen

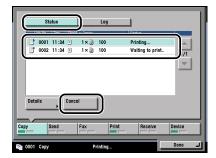
1 Press [System Monitor].



Press [Copy].



Press [Status] → select the copy job that you want to cancel → press [Cancel].



You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

Press [Yes].

The copy job is canceled.



The canceled job is displayed as <NG> (No Good) on the Log screen.

Press [Done].

The display returns to the Regular Copy Basic Features screen.

Reserved Copying

You can set the machine to scan originals even while it is printing or waiting to process a job.



∧ NOTE

- You can reserve up to 10 copy jobs, including the current job. Interrupt copy jobs are not included in this count.
- You can set different copy modes and paper sources, including the stack bypass, for each reserved job. (See "Using the Stack Bypass," on p. 1-23.)
- To cancel a previously set copy mode, press ((Reset).

Reserving Copy Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when the power is just turned ON, or after a paper jam is cleared. Copying automatically begins when the machine is ready. The message <Reservation copies can be made. > appears on the machine when it is able to process reserved copying.



NOTE

You can specify reserved copying while the machine is in the waiting state in the following

- Between the time that the machine is turned ON and when it is ready to copy
- After a paper jam is cleared
- After a cover on the main unit or an optional unit, such as a finisher, is opened and closed

■ While the Machine Is Printing

You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.

1 Press [Done] on the pop-up screen that appears while the machine is printing.



If the job displayed on the touch panel display is from a function other than the Copy function, press [Done] → [Copy] to display the Regular Copy Basic Features screen.

- Place your originals → set the desired copy modes and paper source.
- **3** Press **⊙** (Start).

If you specify a reserved copy job while the machine is printing, copying of the new job automatically begins when the current job is complete. If the following screen is displayed, press $[OK] \rightarrow try$ reserving the job again after the current job is complete.



Using the Stack Bypass

You can perform reserved copying from the stack bypass by specifying in advance the paper to be loaded for the next job. However, this is possible only if paper is being fed from the stack bypass for the current job.

The following example assumes that 11" x 17" plain paper is being fed from the stack bypass for the current job, and that you are selecting LTR plain paper to be fed from the stack bypass for a reserved job.

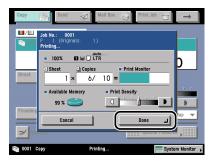


IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

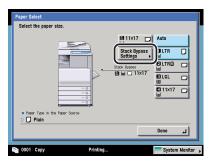


- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved copying can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- For more information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide.*
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.
- Press [Done] on the pop-up screen that appears while the machine is printing.



If the job displayed on the touch panel display is from a function other than the Copy function, press [Done] → [Copy] to display the Regular Copy Basic Features screen.

Place your originals → set the desired copy modes → press [Paper Select] → [Stack Bypass Settings].



If you selected [Transparency], press [Overhead Project. Type] and select either [Transmissive] or [Reflective].

Normally, when reserved copying is not being set, the Stack Bypass Settings screen is automatically displayed when paper is loaded into the stack bypass.

Select the desired paper size.



∧ NOTE

- If you select [Envelope], [Tracing Paper], [Transparency], or [Labels], you cannot specify any Finishing modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)

If you want to select a standard paper size:

Select the desired paper size → press [Next].



∧ NOTE

To select an A or B series paper size, press [A/B-size].

 \square Select the desired paper type \rightarrow press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].



- [Transparency] can be selected only if [LTR] is selected as the paper size.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

lacktriangle	If y	you want to	select a	nonstandard	paper	size:
--------------	------	-------------	----------	-------------	-------	-------

☐ Press [Irreg. Size].
□ Press [X] (horizontal axis) → enter a value.
□ Press [Y] (vertical axis) → enter a value.
☐ Press [OK].
You can also prose a size key in which a paper size is registered ([S1] to [S5]



To recall a paper size from a size key ([S1] to [S5]), it is necessary to register a paper size in that key beforehand. For instructions on registering a paper size, see Chapter 4, "Customizing Settings," in the *Reference Guide*.

- ☐ Press [Next].
- \square Select the desired paper type \rightarrow press [OK].

instead of entering a value.

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] \rightarrow select the paper type from the list \rightarrow press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

• If you want to select an envelope size:

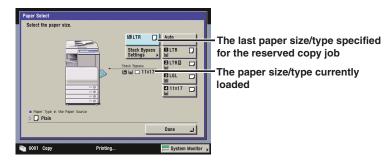
- ☐ Press [Envelope].
- \square Select the desired envelope type \rightarrow press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.

☐ Press [OK].

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.





∧ NOTE

If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved copy job is shown on the Paper Select screen and Regular Copy Basic Features screen.

Press [Done].

This completes the settings for a reserved copy job using the stack bypass. The subsequent steps show you how to load paper into the stack bypass and complete the scanning and printing process of the reserved job.

- Press ((Start).
- When it is time for the reserved copy job to be printed, load the specified paper into the stack bypass.

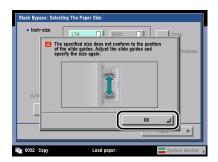


∧ NOTE

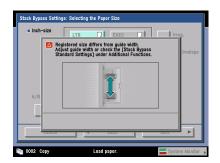
- The specified paper size/type is displayed on the screen when it is time for the reserved copy job to be printed.
- Make sure to load the same paper size and type selected in step 3 into the stack bypass. Printing does not start if paper of a different size or type is loaded.

Select the desired paper size.

If the following screen is displayed, adjust the width of the slide guides → specify the paper size \rightarrow press [OK].



If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)



(I) IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

If you want to select a standard paper size:

Select the desired paper size → press [Next].



⊘ NOTE

To select an A or B series paper size, press [A/B-size].

 \square Select the desired paper type \rightarrow press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

•	● If you want to select a nonstandard paper size:						
	☐ Press [Irreg. Size].						
	☐ Press [X] (horizontal axis) → enter a value.						
	☐ Press [Y] (vertical axis) → enter a value.						
	☐ Press [OK].						
	You can also press a size key in which a paper size is registered ([S1] to [S5]), instead of entering a value.						
	NOTE						
	To recall a paper size from a size key ([S1] to [S5]), it is necessary to register a paper size in that key beforehand. For instructions on registering a paper size, see Chapter 4, "Customizing Settings," in the <i>Reference Guide</i> .						
	☐ Press [Next].						
□ Select the desired paper type → press [OK].							
	If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy]. If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].						
	If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].						
•	If you want to select an envelope size:						
	☐ Press [Envelope].						
	\square Select the desired envelope type \rightarrow press [OK].						
0	 IMPORTANT If the envelope type is not set correctly, a paper jam will occur. If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit. 						

Interrupt Mode

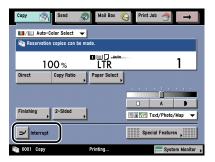
This mode enables you to interrupt the current job or a reserved job to make priority copies. This mode is useful if you need to make a rush copy during a long copy job.



∧ NOTE

- You can make interrupt copies whenever the machine is ready to scan.
- To cancel the Interrupt mode, press [Interrupt].
- To cancel previously set copy modes, press (Reset). (The Interrupt mode itself is not canceled.)

Press [Interrupt].



If you want to make copies after changing the Department ID while Department ID Management is enabled, press @ (Log In/Out) → enter the Department ID and password using ① - ① (numeric keys). (See Chapter 6, "System Manager Settings," in the Reference Guide.)



∧ NOTE

The current job does not stop printing immediately after you press [Interrupt]. Printing of the current job stops only when the actual printing of the priority or interrupt copy starts.

- Place your originals → set the desired copy modes.
- Press () (Start).

- Once the originals are scanned, remove them from the machine.
- IMPORTANT

If you want to continue making interrupt copies, wait until the current interrupt copy job is complete (end of printing). Then, repeat steps 1 to 4.

Sample Set

This mode enables you to check the copy result before making multiple copies.

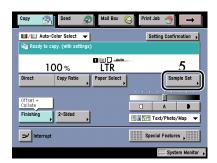


[Sample Set] appears only if you set to make multiple copies of your original in the Collate, Offset Collate, Rotate Collate, Staple, Cover/Sheet Insertion, Booklet, or Transparency Interleaving mode. [Sample Set] does not appear if the Group or Offset Group mode is set.



If [All Pages] is selected, the sample sets are counted in the total number of copies made.

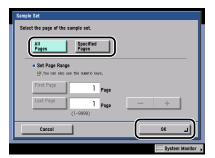
Place your originals → set the desired copy modes → press [Sample Set].



IMPORTANT

[Sample Set] is not displayed if only one copy is set.

Select [All Pages] or [Specified Pages] → press [OK].



● If you select [Specified Pages]:

□ Press [First Page] and [Last Page] → press [-] or [+] to set their respective page numbers.

Press ((Start).



∅ NOTE

- If you select [Specified Pages], specify the page numbers of the output. Note that the page numbers of the output may be different from those of the original.
- If you select [Specified Pages], the Staple, Hole Punch, or Booklet mode cannot be
- You cannot change [All Pages] to [Specified Pages] or vice versa after the sample set is output.
- If you select [Specified Pages], you cannot change the specified pages after the sample set is output.

4 Check the sample set → select [Start Print], [Cancel], or [Change Settings].

• To print the remaining prints:

☐ Press [Start Print].

To cancel copying:

☐ Press [Cancel].

• To change the copy settings:

 \square Press [Change Settings] \rightarrow change the necessary settings \rightarrow press [Done].

To enter the number of copies, use ① - ③ (numeric keys) and ⑥ (Clear) to clear your entry.

To change the exposure, press $[\]$ or $[\]$. (See "Manual Exposure Adjustment," on p. 3-2.)

To change the paper size, press [Paper Select]. (See "Paper Selection," on p. 2-25.)

To collate the copies, press [Finishing]. (See "Collating Copies/Prints," on p. 3-32.)

To set a margin for binding, press [Margin]. (See "Margin Mode," on p. 4-38.) To make color balance adjustments, press [Color Balance]. (See "Adjusting the Color," on p. 4-73.)

To embed hidden text in the background, press [Secure Watermark]. (See "Embedding Hidden Text in the Background," on p. 4-90.)

To make two-sided copies, press [2-Sided Copy]. (See "Two-Sided Copying/Printing," on p. 3-45.)

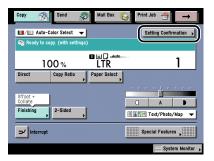
If you print one sample set and then change the settings, the machine will print from the first set with the new settings.

If you want to check the changes that you have made, press [Sample Set] → repeat the procedure from step 2.

Confirming/Changing/Canceling Selected Settings

You can use the Setting Confirmation screen to confirm, change, or cancel selected copy modes.

1 Press [Setting Confirmation].



2 Check the settings.

If the desired modes are set, skip to step 4. Otherwise, press the key of the copy mode to be changed or canceled.



A right triangle (\triangleright) on a copy mode setting key indicates that more setting screens are available by pressing the key.

- 3 Change or cancel the selected copy mode.
 - To change a copy mode:
 - □ Perform the same steps used for setting the mode. Change the setting as you desire → press [OK].
 - To cancel a copy mode:
 - ☐ Press [Cancel].
- 4 Press [Done].

Introduction to the Mail Box Functions

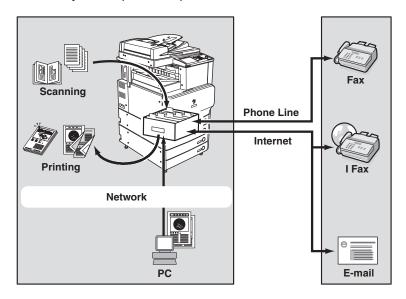


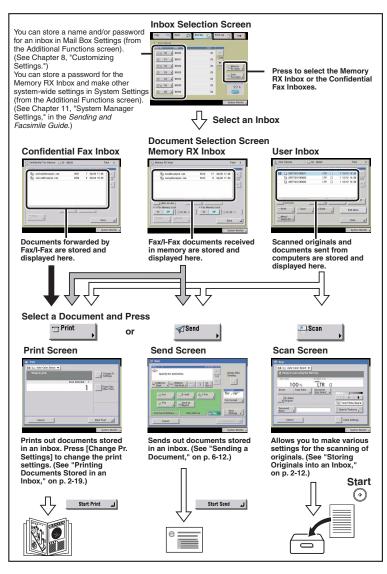
This chapter is an introduction to the Mail Box functions.

Various Mail Box Functions			
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Various Mail Box Functions

If you press [Mail Box], the Inbox Selection screen appears. The Mail Box function enables you to store the image data which is scanned by this machine, and the data sent from a personal computer, as if storing documents in binders. The documents (data) stored in an inbox can be kept confidential by setting a password, and printed at any time with your desired print setting. Also, if you select the Merge Documents mode, you can print multiple documents as one document.





(IMPORTANT

No more documents can be stored in inboxes if any of the following is true: (The numbers below may vary depending on the remaining capacity of the hard disk.)

- When a total of 1,500 documents have been stored in all of the inboxes.
- When a total of about 6,000 pages of documents have been stored in all of the inboxes.

∅ NOTE

It is recommended that you delete unwanted documents or image data from your inbox to make space for storing new documents.

■ Inbox Selection Screen

The screen below, which appears when you select [Mail Box], is called the Inbox Selection screen.

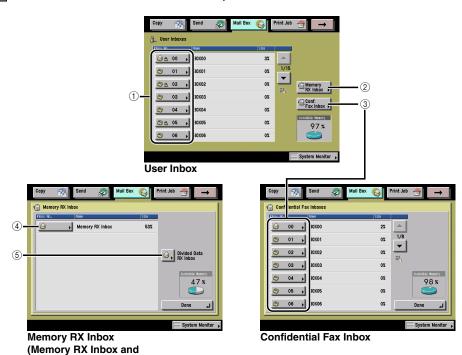
There are three types of inboxes: User Inboxes, the Memory RX Inbox, and Confidential Fax Inboxes. An Inbox Selection screen is available for each type of inbox. Inbox numbers, names, and available memory are displayed for each inbox. In addition,

s is the icon for an empty inbox.

Divided Data RX Inbox)

- is the icon for an inbox with documents.
- is the icon for an inbox that is set with a password.

an icon appears on the key of each inbox to indicate its status.



1 User Inbox

Scanned documents and documents sent from computers are stored in a User Inbox. The stored documents (data) can be printed at anytime with your desired settings. For example, you can merge the scanned documents and the documents sent from a computer, then print and staple them together. They can also be sent to computers or by Fax/ I-Fax at anytime using the desired settings.

2 Memory RX Inbox

Received Fax/I-Fax documents in the memory of the machine are stored in the Memory RX Inbox or Divided Data RX Inbox. The stored documents can be printed or sent to computers at anytime using the desired settings.

③ Confidential Fax Inbox

If a document received through Fax/I-Fax matches the specified forwarding conditions, it is stored in a Confidential Fax Inbox. The stored documents can be printed at anytime using the desired settings.

(4) Memory RX Inbox

Received Fax/I-Fax documents in the memory of the machine are stored in the Memory RX Inbox. The stored documents can be printed or sent to computers at anytime using the desired settings.

(5) Divided Data RX Inbox

I-fax documents received as divided data are saved in the Divided Data RX Inbox, and combined together as one document.

■ Document Selection Screen

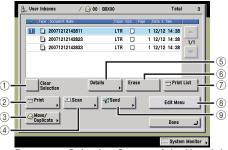
The screen below, which appears after you select the desired inbox, is called the Document Selection screen.

If a password is set, the Document Selection screen appears after you enter the password.

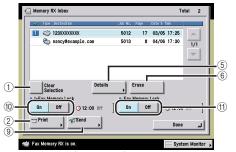
The screen that appears varies, depending on the type of inbox selected.

An icon indicating the conditions with which each document was scanned or saved is displayed. For more information on the icons displayed in User Inboxes, see "Checking a Document's Detailed Information," on p. 2-49. The following icons are displayed in the Memory RX Inbox and Confidential Fax Inbox:

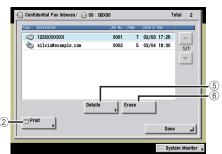
- : Forwarded fax document or fax document saved in memory.
- : Forwarded I-fax document or I-fax document saved in memory.



Document Selection Screen of the User Inbox



Document Selection Screen of the Memory RX Inbox



Document Selection Screen of the Confidential Fax Inbox

1 Select All

Press to select all of the documents in an inbox. If a document is selected, this key changes to [Clear Selection].

(2) Print

Press to print the selected document.

(3) Move/Duplicate

Press to move or duplicate documents to another User Inbox.

(4) Scan

Press to scan an original and store it in the selected inbox.

(5) Details

Press to check the details of a document stored in an inbox.

6 Erase

Press to erase a document stored in an inbox.

Print List

Press to print a list of documents stored in a User Inbox.

8 Edit Menu

Press to edit or check a document in a User Inbox.

(9) Send

Press to send a document stored in the User Inbox or the Memory RX Inbox.

10 I-Fax Memory Lock

Press to turn the I-Fax Memory Lock mode 'On' or 'Off' for the Memory RX Inbox in order to receive I-faxes in memory.

(f) Fax Memory Lock

Press to turn the Fax Memory Lock mode 'On' or 'Off' for the Memory RX Inbox in order to receive faxes in memory.

■ Document Editing Screen

When you press [Edit Menu] on the Document Selection screen, the screen below appears, which is called the Document Editing screen.

Use this screen to edit a document in a User Inbox.



(1) View Page

Press to view the contents of the selected document.

2 Page Erase

Press to erase certain pages from a document.

(3) Merge and Save

Press to combine multiple documents to create a new document.

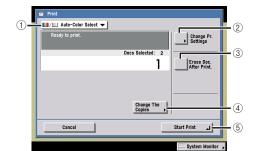
(4) Document Insertion

Press to insert a document before a certain page in another document, to create a new document.

■ Print Screen

The screen below, which appears when you select a document and press [Print] on a Document Selection screen, is called the Print screen.

Display this screen when you want to print documents that are stored in an inbox. The screen that appears varies, depending on the type of inbox selected.



- 1) Color Selection Drop-Down List Press to select the color mode for printing.
- 2 Change Pr. Settings Press to change the print settings.
- (3) Erase Doc. After Print. Press to have a document automatically deleted after it is printed.

(4) Change The Copies

Press to set the number of prints when multiple documents are selected. This key is displayed only when multiple documents are selected.

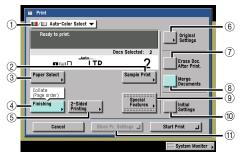
(5) Start Print

Press to start printing.

■ Change Print Settings Screen

The screen below, which appears when you press [Change Pr. Settings] on the Print screen of a User Inbox, is called the Change Print Settings screen.

Display this screen when you want to change the print settings for a document.



1) Color Selection Drop-Down List

Press to select the color mode for printing.

(2) Sample Print

Press to print a sample of the document to check the print result or the contents of the document.

(3) Paper Select

Press to select the paper size/type and the paper source.

4 Finishing

Press to select or cancel the Collate, Group, or Staple mode.

(5) 2-Sided Printing

Press to make two-sided prints.

6 Original Settings

Press to cancel the settings that you have changed, and restore the original settings of the document.

(7) Erase Doc. After Print.

Press to have a document automatically deleted after it is printed.

8 Merge Documents

Press to merge and print multiple documents as one document. This key is displayed only when multiple documents are selected.

Press to select and use the Special Features modes available for printing.

10 Initial Settings

Press to cancel all settings and restore the machine to Standard Local Print Settings.

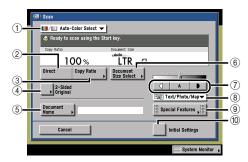
(1) Store Pr. Settings

Press to store the print settings for documents.

■ Scan Screen

The screen below, which appears when you press [Scan] on the Document Selection screen of a User Inbox, is called the Scan screen.

Display this screen when you want to scan an original and store it as a document in the selected User Inbox.



1) Color Selection Drop-Down List

Press to select the color mode for scanning.

② Direct

Press to scan your document in the same size as your original.

③ Copy Ratio

Press to reduce or enlarge the scanning size of the original.

(4) 2-Sided Original

Press if you are scanning a two-sided original.

(5) Document Name

Press to assign the document a name.

(6) Document Size Select

Press to set the size of the original that you are going to scan.

7 Scan Exposure

Press [] or [▶] to manually control the scan exposure. Press [A] to select or cancel the automatic exposure control.

8 Original Type Drop-Down List

Press to select the type of original ([Text/Photo/Map], [Printed Image], [Photo], or [Text] you are going to scan.

(9) Special Features

Press to select and use the Special Features modes

available for scanning.

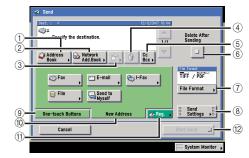
(10) Initial Settings

Press to cancel all settings and restore the machine to the Standard Scan settings.

■ Send Screen

The screen below, which appears when you select a document and press [Send] on the Document Selection screen of a User Inbox or the Memory RX Inbox, is called the Send screen.

Display this screen when you want to send a document that you have stored in a User Inbox using the Send function or a document received and stored in the Memory RX Inbox.



1 Address Book

Press to select a destination from the Address Book.

2 Network Add.Book

Press to select a destination from an LDAP (Lightweight Directory Access Protocol) server.

③ Details

Press to check or change the destination selected in the destination list.

(4) Erase

Press to delete the destination selected in the destination list.

(5) Cc Bcc

Press to specify addresses destinations for the Cc and Bcc addresses when sending an e-mail.

6 Delete After Sending

Press to have the document automatically deleted after sending is complete.

(7) File Format

Press to select the file format (TIFF/PDF Auto Select, TIFF/JPEG Auto Select, PDF) of the document you are sending.

(8) Send Settings

Press to specify the send settings, such as delayed sending, which enables you to send documents at a specified time.

(9) One-touch Buttons

Press to select the destinations stored in one-touch buttons.

10 New Address

Press to specify a destination not stored in the Address Book.

(11) Req.

Press to register new destinations in the Address Book or one-touch buttons from the Send screen.

(12) Start Send

Press to start sending.

Flow of Mail Box Operations

This section describes the flow of two basic Mail Box operations: scanning originals and printing documents.



NOTE

- Before using the Mail Box function, it is useful to read the following topics:
 - Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
 - Entering characters from the touch panel display (See Chapter 2, "Basic Operations," in the Reference Guide.)
 - Routine maintenance (See Chapter 7, "Routine Maintenance," in the Reference Guide.)
- If you are using a login service, log in and log out using the procedure for the login service you are using before and after operating the machine.
 - If you are using Department ID Management with the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the Reference Guide.
- If you are using Department ID Management, see Chapter 2, "Basic Operations," in the Reference Guide.
- If you are performing user authentication using the SDL or SSO login service, see Chapter 2, "Basic Operations," in the Reference Guide.

Storing Originals into an Inbox

Place the original that you want to scan in the feeder or on the platen glass, the same as when you are using the Copy function.



IMPORTANT

You cannot store scanned originals in the Memory RX Inbox or a Confidential Fax Inbox. For instructions on storing documents in the Memory RX Inbox and Confidential Fax Inboxes, see Chapter 6, "Sending and Receiving Documents Using the Inboxes."



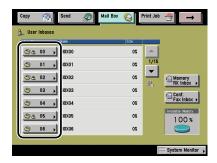
- If the machine is used as a network printer, you can store data directly into an inbox from a computer.
- To cancel all settings, press [Initial Settings]. (The machine returns to the Standard Scan mode.) To return to the Inbox Selection screen, press (Reset).

1 Press [Mail Box].



The Inbox Selection Screen

2 Select the desired User Inbox number.



If the desired User Inbox is not displayed, press [▼] or [▲].

If you enter the User Inbox number using \bigcirc - \bigcirc (numeric keys), make sure to enter a two digit number \rightarrow press [OK].

If you make a mistake when entering the User Inbox number, press \odot (Clear) \rightarrow enter the correct number.



NOTE

- If a document is stored in an inbox, that inbox is displayed with the documents icon
 (a)
- If an inbox is set with a password, a locked icon (A) is displayed next to the icon of that inbox.
- If you make a mistake when selecting an inbox, press [Done] → select the correct inbox.

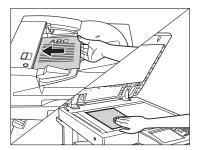
If the message <Enter the password using the numeric keys.> appears, enter the password using ⊙ - ⊙ (numeric keys) → press [OK].



Enter the password set for the selected User Inbox. (See "Setting/Storing a User Inbox," on p. 8-13.)

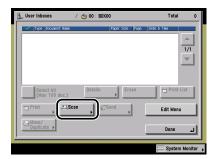
If a password is not set for the selected User Inbox, this step is not necessary.

Place your originals.

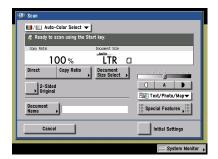


For instructions on placing originals, see Chapter 2, "Basic Operations," in the Reference Guide.

5 Press [Scan].



6 Specify the desired scan settings.



IMPORTANT

When the Auto-Color Select mode is set and your originals contain color sections, the machine copies them in the Full Color mode. However, the machine may copy the color originals in the Black mode under the following conditions. To avoid this, set the color mode to 'Full Color'. (See "Changing Color Modes," on p. 3-56.)

- If the originals contain a few color sections
- If the color sections are located only on the left side (within 3/8" (10 mm) from the left edge) of the originals when loading the originals in the feeder
- If the color sections of the originals are close to black
- If the originals contain light color densities

∧ NOTE

- To adjust scan exposure and select original type, see "Exposure and Original Type Settings," on p. 3-2.
- To change zoom ratio, see "Changing the Copy (Zoom) Ratio," on p. 3-9.
- To scan two-sided originals, see "Scanning Two-Sided Originals," on p. 3-54.
- To switch between the Full Color and Black modes, see "Changing Color Modes," on p. 3-56.
- Additional scan settings are available by pressing [Special Features].
- You can set various modes when scanning originals, similar to the Copy function.

To specify a document name:

 \square Press [Document Name] \rightarrow enter a name for the document \rightarrow press [OK].

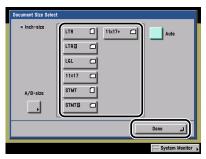


∧ NOTE

If you scan a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was scanned. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2007, its name will be <20070115133541>.

To specify a document size:

- ☐ Press [Document Size Select].
- □ Select the document size → press [Done].



If you want to scan an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off, place the original on the platen glass, and press [11 x 17+]. (See Chapter 2, "Basic Operations," in the *Reference Guide*.)

IMPORTANT

- The Auto (Automatic Document Size Selection) mode cannot be used with the Booklet Scanning, Original Frame Erase, Book Frame Erase, or Image Combination mode.
- You cannot select [Auto] when scanning the following types of originals. Specify the size of the document manually.
 - Nonstandard size originals
 - Highly transparent originals, such as transparencies
 - Originals with an extremely dark background
 - STMT, STMTR, or smaller originals (however, STMT originals can be detected when placed in the feeder)



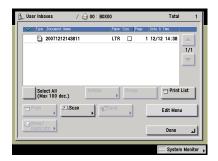
To select an A or B series paper size, press [A/B-size].

Press ((Start).

If the following screen is displayed, follow the instructions on the touch panel display \rightarrow press \bigcirc (Start) once for each original. When scanning is complete, press [Done].



When scanning is complete, the scanned data is stored in the selected inbox.

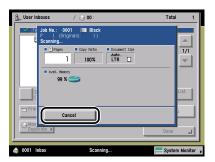


IMPORTANT

- You cannot change settings, such as the document size or the scanning ratio, while the machine is scanning.
- The stored data is deleted after three days (default setting). This setting can be changed to any time period between 1 hour and 30 days. Also, data can be stored indefinitely if the time period is set to '0' (Off). (See "Setting/Storing a User Inbox," on p. 8-13.)



If you want to cancel scanning, press [Cancel] or \bigcirc (Stop).



When scanning is complete, remove your originals.

Printing Documents Stored in an Inbox

This section describes the procedure for printing out documents stored in an inbox on the machine. If the machine is connected to a network, you can also specify printing from your computer. For more information on how to operate the machine from your computer, see Chapter 2, "Checking and Managing Functions," in the Remote UI Guide.

IMPORTANT

- You can print documents stored in the Memory RX Inbox and Confidential Fax Inboxes only with the settings that were used when the documents were received.
- A document stored in the Memory RX Inbox is automatically deleted after printing.



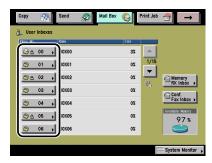
∧ NOTE

- You can select and print up to 32 documents in one inbox at a time. If you merge documents, you can select and print up to 100 documents. However, if there are reserved jobs in the inbox, the number of documents you can select and print varies, depending on the number of documents reserved.
- You can only select multiple documents when the documents are stored in the same User Inbox. To print multiple documents stored in different User Inboxes, you need to move the documents to one User Inbox beforehand. (See "Moving/Duplicating a Document," on p. 2-53.)
- If you do not change the print settings when printing out documents stored in inboxes from a computer or using the Store In User Inbox mode of the Copy function, documents sent from computers are printed with the settings set at the computers, and the documents scanned into memory are printed with Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- If you want to print a document stored in the machine from a computer or using [Store In User Inbox] on the Copy Basic Features screen with the settings that were set when the document was stored, do not print the document from the Change Print Settings screen. If you print the document from the Change Print Settings screen, the document may not be printed with the same settings that were set when the document was stored.
- If the print settings of a document sent to an inbox from a computer are not supported by this machine, you cannot print out the document. If this is the case, delete the document from the inbox, specify settings that are supported by this machine at the computer, and then send the document to an inbox again.
- To cancel all settings and return the machine to the Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press (2) (Reset).
- A User Inbox is used as an example in this section.

Press [Mail Box].



Press the desired User Inbox number.



If the desired User Inbox is not displayed, press [▼] or [▲].

If you enter the User Inbox number using @ - @ (numeric keys), make sure to enter a two digit number → press [OK].

If you make a mistake when entering the User Inbox number, press ⊚ (Clear) → enter the correct number.



∧ NOTE

- If a document is stored in an inbox, that inbox is displayed with the documents icon
- If an inbox is set with a password, a locked icon (A) is displayed next to the icon of
- If you make a mistake when selecting an inbox, press [Done] → select the correct inbox.

If the message <Enter the password using the numeric keys.> appears, enter the password using ⊚ - ⊚ (numeric keys) → press [OK].



Enter the password set for the selected User Inbox. (See "Setting/Storing a User Inbox," on p. 8-13.)

If a password is not set for the selected User Inbox, this step is not necessary.

4 Select the document that you want to print → press [Print].



If there are seven or more stored documents, press $[\blacktriangledown]$ or $[\blacktriangle]$ to display the other documents.

You can select multiple documents stored in the User Inbox.

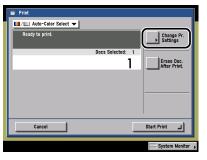
To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.



NOTE

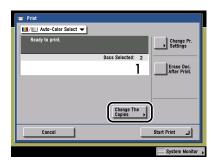
- The selected documents are numbered in the order specified, and are printed in that order.
- You can cancel a selection by selecting the document again.
- To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

If you want to change the print settings, press [Change Pr. Settings].



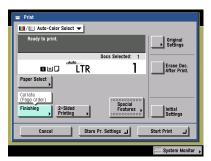
To change the number of prints, enter the desired number using ① - ③ (numeric keys).

If multiple documents are selected, you can change the number of prints by pressing [Change The Copies].



If you do not want to change the print settings, proceed to step 7.

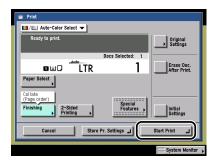
Select the print settings on the Change Print Settings screen.



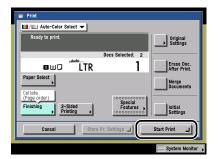


- If you press [Original Settings], the settings for documents stored in inboxes from a
 computer or using the Store In User Inbox mode of the Copy function are returned
 to the settings specified at the computer, and the settings for documents scanned
 and recorded at the machine are returned to Standard Local Print Settings. (See
 Chapter 4, "Customizing Settings," in the Reference Guide.)
- You can set the color selection, paper selection, 2-Sided printing, finishing, and special features on the Change Print Settings screen.

7 Press [Start Print].



When one document is selected



When multiple documents are selected

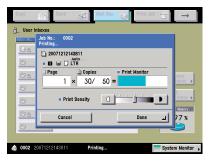
If you want to print a sample of the document, press [Sample Print]. (See "Sample Print," on p. 2-43.)

If you want to store the print settings for documents, press [Store Pr. Settings]. (See "Storing Print Settings," on p. 2-46.)

If you want to automatically delete the selected document after it is printed, press [Erase Doc. After Print.].

If there is a current or reserved print job, the machine will start printing your document after that job is complete.

When printing starts, the following screen appears.



When printing is complete, the display returns to the Inbox Selection screen.



∧ NOTE

- If you notice a difference between the document size specified when scanning originals and the actual print size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- You can change the print density or cancel printing while the machine is printing.
- To cancel printing, press [Cancel]. (You cannot cancel printing by pressing 🔊 (Stop).)
- To reserve the next print job, press [Done] → select the inbox containing the document you want to print → select the document → press [Print]. (See "Reserving Jobs," on p. 2-33.)

Paper Selection

You can specify the paper size when printing out documents stored in User Inboxes.



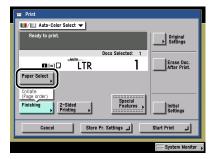
IMPORTANT

- You cannot change the print settings when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.



∧ NOTE

- For information on paper types, see Chapter 2, "Basic Operations," in the Reference
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.
- Select the desired User Inbox number and the document to print \rightarrow press [Print] \rightarrow [Change Pr. Settings] \rightarrow [Paper Select].





NOTE

- If you press [Original Settings], the settings for documents stored in inboxes from a computer or using the Store In User Inbox mode of the Copy function are returned to the settings specified at the computer, and the settings for documents scanned and recorded at the machine are returned to the Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- The paper size/type that can be used may vary depending on the settings for the finisher. (See "Collating Copies/Prints," on p. 3-32.)

2-25

Select the desired paper size.

IMPORTANT

If you want to print a scanned document whose size has been specified as [11 x 17+] in Document Size Select, load the stack bypass with 12 5/8" x 17 11/16" or 12" x 18" paper, or load a paper drawer with 12" x 18" paper.

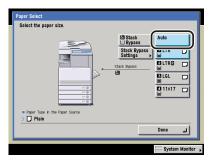


∧ NOTE

- If you select [Envelope], [Tracing Paper], [Transparency], or [Labels], you cannot specify any Finishing modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the Reference Guide.)

• If you want to set the machine to automatically select a paper size:

☐ Press [Auto].



If you selected [Transparency], press [Overhead Project. Type] and select either [Transmissive] or [Reflective].

If you want to select a paper size manually:

☐ Select the desired paper size.



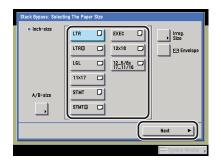
- The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers.
- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information into the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- ☐ indicates that the paper is set vertically, and ☐ indicates that the paper is set horizontally. The suffix <R> (such as in LTRR) used in paper size designations indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.

If you want to select a standard paper size:

☐ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

 \square Select the desired paper size \rightarrow press [Next].





To select an A or B series paper size, press [A/B-size].

 \square Select the desired paper type \rightarrow press [OK].



If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].



If you are printing on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].



∧ NOTE

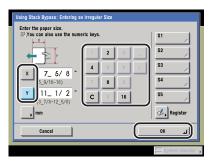
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see Chapter 6, "System Manager Settings," in the Reference Guide.

If you want to select a nonstandard paper size:

☐ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

- ☐ Press [Irreg. Size].
- \square Press [X] (horizontal axis) \rightarrow enter a value.
- □ Press [Y] (vertical axis) → enter a value.
- ☐ Press [OK].



You can also press a size key in which a paper size is registered ([S1] to [S5]), instead of entering a value.



To recall a paper size from a size key ([S1] to [S5]), it is necessary to register a paper size in that key beforehand. For instructions on registering a paper size, see Chapter 4, "Customizing Settings," in the *Reference Guide*.

- ☐ Press [Next].
- \square Select the desired paper type \rightarrow press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] \rightarrow select the paper type from the list \rightarrow press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

(IMPORTANT

If you select a nonstandard size paper, the Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, Hole Punch, 2-Sided Printing, Booklet, Cover/Sheet Insertion, or Cover/Job Separator mode cannot be specified.

• To print on an envelope loaded in the stack bypass:

☐ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

- ☐ Press [Envelope].
- \square Select the desired envelope type \rightarrow press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- If you select [Envelope], the Finishing, 2-Sided Printing, Cover/Sheet Insertion, Cover/Job Separator, Booklet, or Form Composition mode cannot be specified.
- ☐ Press [OK].
- 3 Press [Done].
- 4 Press [Start Print].

Canceling a Job

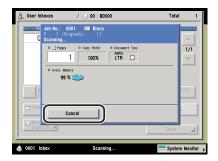
You can cancel the scanning of a document to be stored in an inbox from the touch panel display or by pressing (Stop) on the control panel.

However, the printing of a document stored in an inbox can only be canceled from the touch panel display and System Monitor screen.

While Scanning

Using the Touch Panel Display

Press [Cancel] on the pop-up screen that appears while the machine is scanning.



The job is canceled.

Remove the original.

Using the Stop Key

- Press (Stop). The job is canceled.
- Remove the original.

Using the Touch Panel Display

Press [Cancel] on the pop-up screen that appears while the machine is printing.



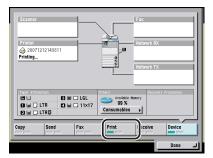
The job is canceled.

Using the System Monitor Screen

Press [System Monitor].



Press [Print].



Press [Status] → select the print job that you want to cancel → press [Cancel].



You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

Press [Yes].

The print job is canceled.



The canceled job is displayed as <NG> (No Good) on the Log screen.

Press [Done].

The display returns to the Inbox Selection screen.

Reserving Jobs

You can set the machine to scan originals even while it is printing or waiting to process a job.



∧ NOTE

- You can specify up to 32 documents to be reserved, including the current job.
- You can set different modes and paper sources, including the stack bypass for each reserved job.
- A User Inbox is used as an example in this section.

Storing Originals While Printing

You can scan and store an original while the machine is printing.

Press [Done] on the pop-up screen that appears while the machine is printing → select the desired User Inbox number → press [Scan].



If the screen displayed on the touch panel display is from a function other than the Mail Box function, press [Done] → [Mail Box] to display the Inbox Selection screen.



NOTE

In the above example, User Inbox 00 has three documents stored in it already.

Place your originals → specify the desired scan modes → press () (Start).



You can assign a document name before scanning, or you can change the (time-coded) assigned name after you scan the document. (See "Storing Originals into an Inbox," on p. 2-12, or "Changing the Name of a Document," on p. 2-48.)

Reserving Print Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify print settings while the machine is in the waiting state, such as when the power is just turned ON, or after a paper jam is cleared. Printing automatically begins when the machine is ready.



NOTE

You can specify reserved printing while the machine is in the waiting state in the following cases:

- Between the time that the machine is turned ON and when it is ready to print
- After a paper jam is cleared
- After a cover on the main unit or an optional unit, such as a finisher, is opened and closed

■ While the Machine Is Printing

You can specify print settings for a new job while the machine is printing. Printing of the new job automatically begins when the current job is complete.

Reserving Print Jobs

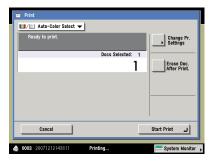
1 Press [Done] on the pop-up screen that appears while the machine is printing.

If the screen displayed on the touch panel display is from a function other than the Mail Box function, press [Done] \rightarrow [Mail Box] to display the Inbox Selection screen.

2 Select the desired User Inbox number and document to print → press [Print].



3 Print the selected document.



- If you want to print without changing any settings:
 - ☐ Press [Start Print].

If you want to change the print settings:

☐ Press [Change Pr. Settings] → specify the desired print settings → press [Start Print].

If you select 33 or more documents to print at one time, the screen below is displayed. To print out the first 32 documents that you selected, press [Yes]. Press [No], if you want to cancel printing altogether.



If the machine can no longer accept any more reserved jobs, the screen below is displayed. Press [OK] → try reserving the job again after the current job is complete.



(IIII) IMPORTANT

You cannot change print settings or make sample prints when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.



- To make a sample print, press [Sample Print]. (See "Sample Print," on p. 2-43.)
- If you want to automatically delete a document after it is printed, press [Erase Doc. After Print.].

Using the Stack Bypass

Reserved printing using the stack bypass is possible only if paper is being fed from the stack bypass for the current job.

The following example assumes that 11" x 17" plain paper is being fed from the stack bypass for the current job, and that you are selecting LTR plain paper to be fed from the stack bypass for a reserved job.



IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

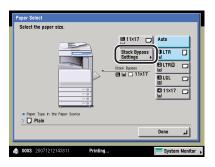


∧ NOTE

- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved printing can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- For information on paper types, see Chapter 2, "Basic Operations," in the Reference Guide.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.
- Press [Done] on the pop-up screen that appears while the machine is printing.

Normally, when reserved copying is not being set, the Stack Bypass Settings screen is automatically displayed when paper is loaded into the stack bypass.

Select the desired User Inbox number and document to print → press [Print] → [Change Pr. Settings] → [Paper Select] → [Stack Bypass Settings].



If you selected [Transparency], press [Overhead Project. Type] and select either [Transmissive] or [Reflective].

3 Select the desired paper size.



∅ NOTE

- If you select [Envelope], [Tracing Paper], [Transparency], or [Labels], you cannot specify any Finishing modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4. "Customizing Settings," in the Reference Guide.)

If you want to select a standard paper size:

Select the desired paper size → press [Next].



∧ NOTE

To select an A or B series paper size, press [A/B-size].

Select the desired paper type → press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page1.



∧ NOTE

[Transparency] can be selected only if [LTR] is selected as the paper size.

• If you want to select a nonstandard paper size:

- ☐ Press [Irreg. Size].
- \square Press [X] (horizontal axis) \rightarrow enter a value.
- □ Press [Y] (vertical axis) → enter a value.
- ☐ Press [OK].

You can also press a size key in which a paper size is registered ([S1] to [S5]), instead of entering a value.



To recall a paper size from a size key ([S1] to [S5]), it is necessary to register a paper size in that key beforehand. For instructions on registering a paper size, see Chapter 4, "Customizing Settings," in the Reference Guide.

- ☐ Press [Next].
- \square Select the desired paper type \rightarrow press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] \rightarrow select the paper type from the list \rightarrow press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

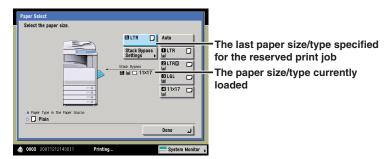
• If you want to select an envelope size:

- ☐ Press [Envelope].
- □ Select the desired envelope type → press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- ☐ Press [OK].

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.



∧ NOTE

If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved print job is shown on the Paper Select screen.

4 Press [Done].

This completes the settings for reserving a print job using the stack bypass. The subsequent steps show you how to start printing and load paper into the stack bypass.

5 Press [Start Print].

When it is time for the reserved print job to be printed, load the specified paper into the stack bypass.



- The specified paper size/type is displayed on the screen when it is time for the reserved print job to be printed.
- Make sure to load the same paper size and type selected in step 3 into the stack bypass. Printing does not start if paper of a different size or type is loaded.

Select the desired paper size.

If the following screen is displayed, adjust the width of the slide guides → specify the paper size \rightarrow press [OK].



If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)



IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

If you want to select a standard paper size:

Select the desired paper size → press [Next].



To select an A or B series paper size, press [A/B-size].

Select the paper type → press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

If you want to select a nonstandard paper size:

- ☐ Press [Irreg. Size].
- ☐ Press [X] (horizontal axis) → enter a value.
- □ Press [Y] (vertical axis) → enter a value.
- ☐ Press [OK].

You can also press a size key in which a paper size is registered ([S1] to [S5]), instead of entering a value.



To recall a paper size from a size key ([S1] to [S5]), it is necessary to register a paper size in that key beforehand. For instructions on registering a paper size, see Chapter 4, "Customizing Settings," in the Reference Guide.

- ☐ Press [Next].
- \square Select the paper type \rightarrow press [OK].

If you want to adjust the thickness of the toner applied to the paper, press [Plain Ppr Print Set.]. If too much toner is being applied to the paper, press [Thin]. If not enough toner is being applied to the paper, press [Heavy].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

• If you want to select an envelope size:

- ☐ Press [Envelope].
- \square Select the desired envelope type \rightarrow press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- ☐ Press [OK].

Sample Print

Before making multiple prints of a document stored in an inbox, you can print a sample of it to check its contents or the print results with the settings that were set when the document was stored.



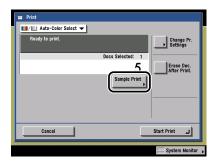
IMPORTANT

- You cannot make a sample print of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.
- [Sample Print] appears only if you set to make multiple prints of the document in the Collate, Offset Collate, Rotate Collate, Staple, Cover/Job Separator, Cover Sheet Insertion, or Booklet mode. [Sample Print] does not appear if the Group or Offset Group mode is set.
- If multiple documents are selected, [Sample Print] is not displayed unless [Merge Documents] is selected, in addition to the above conditions.



If [All Pages] is selected, the sample prints are counted in the total number of prints made.

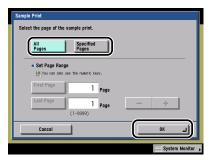
Select the desired User Inbox number and the document to print → press [Print] → [Sample Print].





[Sample Print] is not displayed if only one print is set.

Select [All Pages] or [Specified Pages] → press [OK].



● If you select [Specified Pages]:

□ Press [First Page] and [Last Page] → press [-] or [+] to set their respective page numbers.

Press [Start Print].



∅ NOTE

- If you select [Specified Pages], specify the page numbers of the output. Note that the page numbers of the output may be different from those of the stored document.
- If you select [Specified Pages], the Staple, Hole Punch, or Booklet mode cannot be
- You cannot change [All Pages] to [Specified Pages] or vice versa after the sample print is output.
- If you select [Specified Pages], you cannot change the specified pages after the sample print is output.

Check the sample print → select [Start Print], [Cancel], or [Change Settings].

- To print the remaining prints:
 - ☐ Press [Start Print].
- To cancel printing:
 - □ Press [Cancel].

To change the print settings:

☐ Press [Change Settings] → change the necessary settings → press [Done].

To enter the number of prints, use @ - @ (numeric keys) and @ (Clear) to clear your entry.

To change the paper size, press [Paper Select]. (See "Paper Selection," on p. 2-25.)

To collate the prints, press [Finishing]. (See "Collating Copies/Prints," on p. 3-32.)

To make 2-Sided prints, press [2-Sided Printing]. (See "Two-Sided Copying/ Printing," on p. 3-45.)

To change the color mode for printing, press the color selection drop-down list → select the color mode. (See "Changing Color Modes," on p. 3-56.)

If you want to check the changes that you have made, press [Sample Print] → repeat step 2.



Press [Change Pr. Settings] to change the print settings.

Storing Print Settings

You can store the print settings for documents stored in a user inbox. This is useful to print most frequently printed documents with the same print settings.



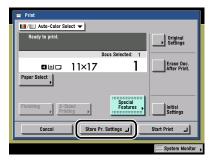
IMPORTANT

You cannot select multiple documents and store the print settings at the same time.



NOTE

- The printing settings in memory are not erased, even if the power is turned OFF.
- You can store the following print settings and modes: the number of printouts, paper select, 2-Sided Printing, Finishing, Cover/Sheet Insertion, Booklet, Margin, Secure Watermark, Page/Copy Set Numbering, and Watermark/Print Date.
- If Erase Document After Printing is set to 'On' from the Standard Local Print Settings, the selected documents are erased after the documents for which the print settings are stored are printed.
- You can overwrite the stored print settings.
- Select the desired User Inbox number → select the document to print \rightarrow press [Print] \rightarrow [Change Pr. Setting].
- Specify the print settings that you want to store → press [Store Pr. Settings].





In the above example, the Booklet mode is selected.

A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].



∧ NOTE

- The document for which the print settings are stored is overwritten, its name is changed to the current date and time, and the document moves to the end of list.
- For details of the document icons, see "Editing/Checking the Contents of a Document," on p. 2-55.
- 4 Press [Done].

Arranging Documents Stored in an Inbox

From the Inbox Selection screen, you can change the document's name, check a document's detailed information, move and duplicate a document, and view the contents of the User Inboxes.

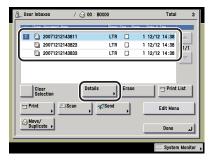
Changing the Name of a Document



IMPORTANT

You cannot change the name of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

Select the desired User Inbox number → select the document whose name you want to change → press [Details].





∧ NOTE

If you select multiple documents and press [Details], only the details of the selected (highlighted) document are displayed.

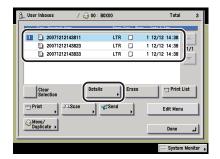
- Press [Change Document Name].
- Enter a new name for the document \rightarrow press [OK].
- **IMPORTANT**

You cannot press [OK] without entering a name for the document.

4 Press [Done] repeatedly until the Inbox Selection screen appears.

Checking a Document's Detailed Information

Select the desired Inbox → select the document whose detailed information you want to check → press [Details].



To select a document from the Memory RX Inbox, refer to step 1 of "Printing a Document in the Memory RX inbox," on p. 6-5.

To select a document from the Confidential Fax Inbox, refer to step 1 of "Printing a Document in the Confidential Fax Inbox," on p. 6-11.



If you select multiple documents and press [Details], only the details of the selected (highlighted) document are displayed.

2 Check the detailed information → press [Done] repeatedly until the Inbox Selection screen appears.



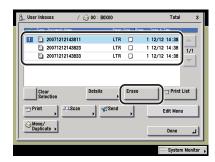
- The color mode used when the document is scanned is displayed for <Color/ Black>.
- The icons for documents stored from a computer or using the Store In User Inbox mode of the Copy function and documents with print settings are icons with print settings. However, if you perform Merge and Save or Document Insertion with these documents, the icons for the newly created documents are icons without print settings.

Icon	Document Type	Color/Black
	Without Print Settings	'Black' or 'Black and White'
	With Print Settings	'Black' or 'Black and White'
	Without Print Settings	'Color' or 'Mixed' RGB
<u></u>	With Print Settings	'Color' or 'Mixed' RGB
	Without Print Settings	'Black' CMYK*1
	With Print Settings	'Black' CMYK*1
	Without Print Settings	'Color' or 'Mixed' CMYK*1
	With Print Settings	'Color' or 'Mixed' CMYK*1

^{*1:}If the document is stored in inboxes from the PS driver, the color format will be CMYK. The CMYK documents cannot be sent from the inbox. To print full color CMYK documents, only [Auto-Color Select] can be specified. To print black CMYK documents, [Black] can also be specified.

Erasing a Document

Select the desired Inbox → select the document that you want to erase → press [Erase].



To select a document from the Memory RX Inbox, refer to step 1 of "Printing a Document in the Memory RX inbox," on p. 6-5.

To select a document from the Confidential Fax Inbox, refer to step 1 of "Printing a Document in the Confidential Fax Inbox," on p. 6-11.

To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

To erase multiple documents in the Memory RX Inbox or in a Confidential Fax Inbox, select and erase one document at a time.



🥟 NOTE

- You can cancel a selection by selecting the document again.
- To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)
- Press [Yes].
- 3 Press [Done].

Printing Lists

You can print a list of documents stored in a User Inbox.

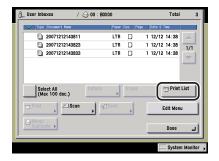


You cannot print a list of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.



- The document list can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- The following information is printed: The User Inbox number, type of document, document name, paper size, number of pages, user name, and date and time.

Select the desired User Inbox number → press [Print List].



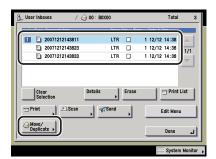
Press [Yes].

Moving/Duplicating a Document

IMPORTANT

You cannot move or duplicate a document stored in the Memory RX Inbox or a Confidential Fax Inbox to another inbox. Similarly, you cannot move or duplicate a document stored in a User Inbox to the Memory RX Inbox or any Confidential Fax Inbox.

Select the desired User Inbox number → select the document that you want to move or duplicate → press [Move/Duplicate].



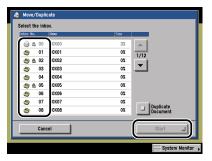
To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.



∧ NOTE

- You can cancel a selection by selecting the document again.
- To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

Select the inbox into which you want to move or duplicate the document → press [Start].



If you want to duplicate the selected document, press [Duplicate Document].

You cannot move or duplicate a document to multiple inboxes at once.

If the document cannot be moved or duplicated to the selected inbox, a message appears telling you that the move or duplication cannot be performed.

If the document cannot be moved or duplicated to the selected inbox, it remains in the original User Inbox.

If an error occurs while multiple documents are being moved or duplicated, the number of documents that are moved or duplicated successfully is displayed.



∧ NOTE

- The name of the moved or duplicated document is the same as that of the original document.
- If the control panel power switch is turned OFF while documents are being moved or duplicated, only those documents that have been processed up to the time when the power is turned OFF, are moved or duplicated successfully.

Press [Done].

Editing/Checking the Contents of a Document

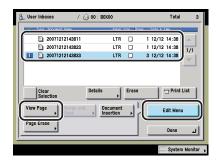
You can edit or check documents in User Inboxes.



You cannot edit a document which has been stored in the Memory RX Inbox or a Confidential Fax Inbox.

Checking an Image in a Document

Select the desired User Inbox number → select the document whose contents you want to view → press [Edit Menu] → [View Page].





If you press [View Page] while multiple documents are selected, only the contents of the selected (highlighted) document are displayed.

Press [◀] or [▶] to display the page that you want to check.



Check the contents of the page → press [Done].

Press [Q] or [Q] to change the magnification of the displayed image.

Press $[\blacktriangleleft]$, $[\blacktriangleright]$, $[\blacktriangledown]$, or $[\blacktriangle]$ to move around the magnified image.

The position of the image shown in ___ can be checked.

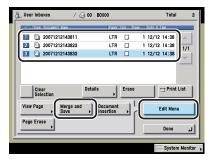
Press [Done].

Storing Multiple Documents as One Document

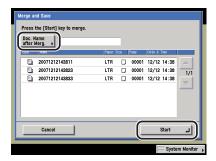
This mode enables you to combine multiple documents in the same inbox as one document to create a new document.

IMPORTANT

- You cannot use the Merge and Save mode if the resolutions of the selected documents
- Documents with different color formats cannot be merged.
- You can set the Merge and Save mode only for documents in the same inbox.
- If there are 1,500 documents in all of the User Inboxes, you cannot perform the Merge and Save mode.
- Select the desired User Inbox number → select the documents to be merged in the order in which you want to merge them → press [Edit Menu] → [Merge and Save].



Press [Doc. Name after Merg.] → enter the document's name → press [OK] → [Start].



If the memory is full while you are merging and saving, a message informing you that you cannot merge is displayed.



NOTE

- If you create a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was created. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2007, its name will be <20070115133541>.
- If print settings have been stored for the selected documents, the settings are not carried over to the new document.

3 Press [Done].

Inserting a Document into Another Document

This mode enables you to insert a document before a specified page of another document in the same User Inbox, to create a new document.



IMPORTANT

- You cannot use the Document Insertion mode if the resolutions of the selected documents differ.
- Documents with different color formats cannot be merged.
- You can set the Document Insertion mode only for documents in the same User Inbox.
- If there are 1,500 documents in all of the User Inboxes, you cannot set the Document Insertion mode.

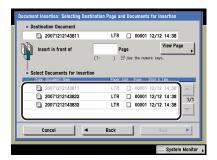
Select the desired User Inbox number → select the document into which you want to insert another document → press [Edit Menu] → [Document Insertion].



∧ NOTE

If you select multiple documents and press [Document Insertion], the selected (highlighted) document becomes the document that is inserted.

Select the document you want to insert.



A checkmark is displayed to the left of the selected document.

You can cancel a selection by selecting the document again.

IMPORTANT

You cannot select multiple documents.

Enter the number of the page before which you want to insert the selected document using ⊙ - ⊙ (numeric keys) → press [Next].

You can check images stored in the document in which you are inserting by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-55.)

4 Press [Doc. Name after Insert.] → enter the name of the document \rightarrow press [OK] \rightarrow [Start].

If memory is insufficient while you are using the Document Insertion mode, a message appears to inform you that you cannot insert the document.



NOTE

- If you create a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was created. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2007, its name will be <20070115133541>.
- If print settings have been stored for the selected documents, the settings are not carried over to the new document.

Press [Done].

Erasing Part of a Document

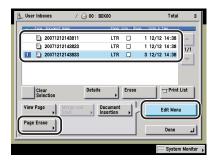
This mode enables you to erase pages from a document that is stored in a User Inbox.



IMPORTANT

If you select all the pages of a document, the entire document is erased.

Select the desired User Inbox number → select the document containing the pages you want to erase → press [Edit Menu] → [Page Erase].

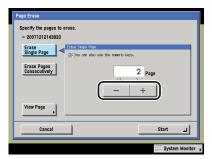




∧ NOTE

If you select multiple documents and press [Page Erase], the selected (highlighted) document becomes the document pages will be erased from.

- Press [Erase Single Page] or [Erase Pages Consecutively] → specify the number(s) of the page(s) you want to erase.
 - If [Erase Single Page] is selected:
 - ☐ Select the page to be erased using [-] and [+].



You can check image stored in the document you have selected by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-55.)

• If [Erase Pages Consecutively] is selected:

□ Press [First Page] and [Last Page] → select the first and last pages to be erased using [-] or [+].



You can check image stored in the document you have selected by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-55.)

- Press [Start].
- Press [Yes].
- Press [Done].

Basic Copying and Mail Box Features



This chapter describes the basic Copying and Mail Box features.

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Exposure and Original Type Settings



For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.



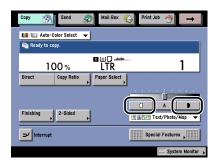
You can change the exposure while the machine is printing.

Manual Exposure Adjustment

You can manually adjust the exposure to the most appropriate level for the original.

Copying

Place your originals \rightarrow press [(]] or [)].

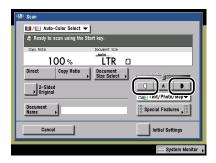


Press [] to move the indicator to the left to make the exposure lighter, or press [] to move it to the right to make the exposure darker.

Press ((Start).

Mail Box (Scan)

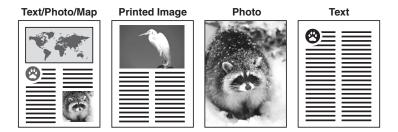
Select the desired User Inbox number → place your originals → press [Scan] → [(]] or [).



2 Press () (Start).

Original Type Selection

You can manually select the original type according to the type of image. The following four original type modes are available.



(IMPORTANT

If you make copies of an original containing halftones, such as a printed photo, the moiré effect (a shimmering, wavy pattern) may occur. If this happens, you can lessen the moiré effect by using the Sharpness mode. (See "Adjusting the Contrast (Sharpness)," on p. 4-85.)



If the original is a transparency, select the original type \rightarrow adjust the exposure to the most appropriate level for the original.

■ Text/Photo/Map Mode

This mode is best suited for originals containing text, images/photos, as well as fine graphics, such as those on a map.

■ Printed Image Mode

This mode is best suited for images printed with halftone dots.

■ Photo Mode

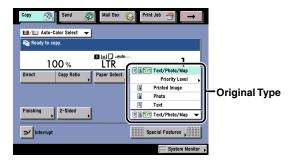
This mode is best suited for photos printed on photographic paper.

■ Text Mode

This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied/scanned clearly.

Copying

Place your originals → press the original type drop-down list → select the original type ([Text/Photo/Map], [Printed Image], [Photo], or [Text]).



If you want to adjust the text/photo/map processing priority level:

- □ Press the original type drop-down list → press [Priority Level].
- ☐ Press [Text Priority] or [Photo Priority] to adjust the degree of priority to text or photo images → press [OK].

Details of each item are shown below.

[Text Priority]: Priority is given to the faithful reproduction of text.

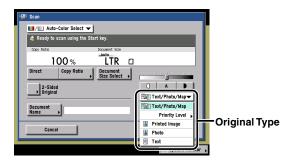
[Photo Priority]: Priority is given to the faithful reproduction of photos/images,

with as little moiré effect as possible.

Press () (Start).

Mail Box (Scan)

- 1 Select the desired User Inbox number → place your originals → press [Scan].
- Press the original type drop-down list → select the original type ([Text/Photo/Map], [Printed Image], [Photo], or [Text]).



3 Press () (Start).

Automatic Exposure Adjustment

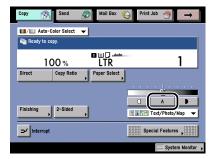
This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.



There are two types of automatic scan exposure adjustments; the Remove Background mode which enables you to scan by erasing the background color of the original, and the Prevent Bleeding mode which enables you to prevent the original image on the reverse side of the original from appearing on the paper. Select the desired exposure adjustment mode depending on the type of original. The Remove Background mode is selected by default. (See "Image Quality Adjustment," on p. 4-70.)

Copying

Place your originals → press [A].



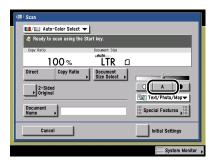


An automatic copy exposure adjustment may not work with transparencies. In this case, adjust the exposure manually by pressing [] or [].

Press ((Start).

Mail Box (Scan)

Select the desired User Inbox number → place your originals \rightarrow press [Scan] \rightarrow [A].



Press ((Start).

Exposure Adjustment during Copying/Printing

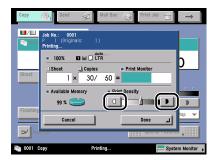
You can change the exposure while the machine is printing.



- You cannot change the exposure when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.
- You cannot change the print exposure while printing in the Secure Watermark mode.

Copying

1 Press [()] or [▶] on the screen that is displayed while the machine is Copying.



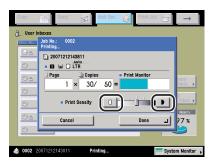
Press [] to move the indicator to the left to make the exposure lighter, or press [] to move it to the right to make the exposure darker.



If the copy exposure has been changed on the Copy Basic Features screen, adjusting the exposure during printing may not have any effect on the output.

Mail Box (Print)

- - You cannot adjust the exposure when CMYK format documents are selected.
 - If you change the exposure when scanning an original into an inbox, the selected exposure may be modified by the machine if you select to merge the document when printing it.
 - Press [(]] or [) on the screen that is displayed while the machine is printing.



Changing the Copy (Zoom) Ratio

You can set the machine to adjust the copy (zoom) ratio automatically, or you can specify the copy (zoom) ratio manually.



IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.



⊘ NOTE

To set the copy (zoom) ratio to 100%, press [Direct].

Preset Zoom

The machine offers you a variety of preset copy (zoom) ratios to reduce or enlarge standard size originals to another standard paper (record) size.

IMPORTANT

- Place the originals horizontally in the following cases:
- If you are enlarging LTR originals to 11" x 17"
- If you are enlarging STMT originals to 11" x 17" (when the original is placed on the platen glass)
- If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', load LTRR paper in a paper drawer or the stack bypass.



NOTE

Placing an original horizontally means setting the original with the longer side sideways. (See Chapter 2, "Basic Operations," in the Reference Guide.)

■ Reduction

The available preset copy (zoom) ratios for reducing originals are:

- LGL → LTR (78%)
- 11" x 17" \rightarrow LGL or 11" x 15" \rightarrow LTR (73%)
- 11" x 17" → LTR (64%)
- 11" x 17" → STMT (50%)
- Minimum (25%)

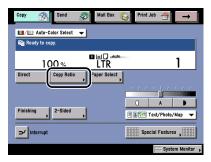
■ Enlargement

The available preset copy (zoom) ratios for enlarging originals are:

- Maximum (400%)
- STMT → 11" x 17" (200%)
- LTR → 11" x 17" (129%)
- LGL → 11" x 17" (121%)

Copying

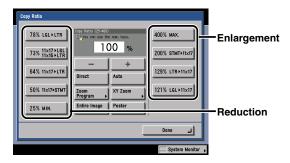
Place your originals → press [Copy Ratio].



IMPORTANT

The Paper Select setting must be set to 'Auto'.

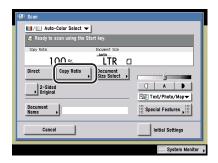
Select the desired copy ratio → press [Done].



Press ((Start).

Mail Box (Scan)

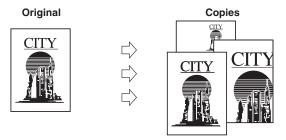
1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].



2 Specify the zoom ratio and scan originals in accordance with steps 2 and 3 of "Copying," on p. 3-10.

Zoom by Percentage

You can reduce or enlarge originals by any copy (zoom) ratio, in 1% increments. Any copy (zoom) ratio from 25% to 400% can be set. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

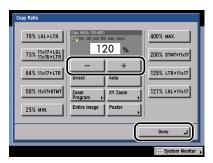


Copying

Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

Press [-] or [+] to set a copy ratio → press [Done].



Press ((Start).

Mail Box (Scan)

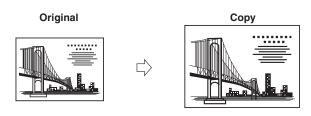
Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

Specify the zoom by percentage and scan originals in accordance with steps 2 and 3 of "Copying," on p. 3-12.

Auto Zoom

You can set the machine to automatically select the appropriate copy (zoom) ratio based on the size of the original and the selected copy paper (record size). The same copy (zoom) ratio is used for the horizontal (X) and vertical (Y) axes. Any copy ratio from 25% to 400% may be used.





- You cannot scan/copy highly transparent originals, such as transparencies, using the Auto setting on the Copy Ratio screen. Use the preset Zoom or Zoom by Percentage mode instead.
- To use the Auto setting on the Copy (Zoom) Ratio screen, your originals must conform to one of the standard paper sizes: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR. (You can place STMTR originals only on the platen glass.)



- If you notice a difference between the automatic copy (zoom) ratio and the actual copy/ record size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- When copying, to cancel this setting, press [Copy Ratio] → [Auto].
- When storing a document in an inbox, to cancel this setting, press [Copy Ratio] → [Auto]
 → [Cancel].

Copying

Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

IMPORTANT

If you set [Auto], you have to select a paper size manually. If you do not select a paper size, the copy ratio is automatically set to match the size of paper loaded in paper drawer 1.

Press [Auto] → [Done].



Press () (Start).

NOTE

- If the original is placed on the platen glass, the copy ratio automatically appears when the feeder/platen cover is closed, provided that the original size can be
- If the original is placed in the feeder, the copy ratio appears when () (Start) is pressed.

Mail Box (Scan)

1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 Press [Auto] → [OK].



To select an A or B series paper size, press [A/B-size].

3 Press () (Start).



NOTE

- If the original is placed on the platen glass, the zoom ratio automatically appears when the feeder/platen cover is closed, provided that the original size can be detected.
- If the original is placed in the feeder, the zoom ratio appears when ⊙ (Start) is pressed.

Entire Image

If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. However, if you set the Entire Image mode, the image is slightly reduced so that the entire image is copied without being cut off.

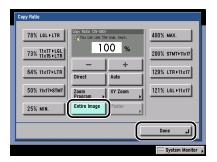
The Entire Image mode should also be set when you want to copy 11" x 17" originals onto paper larger than 11" x 17" to ensure that the edges of the originals are not cut off. Make sure to place the originals on the platen glass, and load the stack bypass with 12 5/8" x 17 11/16" or 12" x 18" paper, or load a paper drawer with 12" x 18" paper. (See Chapter 2, "Basic Operations," in the *Reference Guide* and "Paper Selection," on p. 1-12.)



- The Entire Image mode is available for the Copy function only.
- The reduction ratios when the Entire Image mode is specified are:
- 11" x 17": 98.1% (12" x 18": 100%)
- LGL: 97.7% - LTR: 97.1% - STMT: 96.3%
- To cancel this setting, press [Copy Ratio] → [Entire Image].
- Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

Press [Entire Image] → [Done].



Press ((Start).

Reducing/Enlarging Using the Original and Copy/Record **Sizes**

The Zoom Program mode enables you to reduce or enlarge originals by individually entering the dimensions of the original and copy paper (record size).

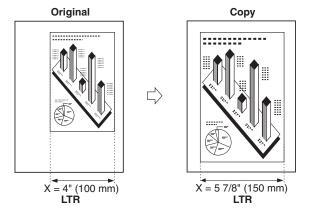
Any copy (zoom) ratio from 25% to 400% may be used.

The following two Zoom Program modes are available.

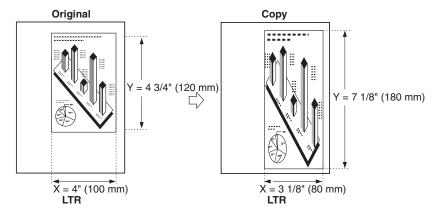


⊘ NOTE

- The specified sizes are converted into a copy (zoom) ratio (%) by the machine using the formula below. The result is rounded to the closest integer. Copy (zoom) ratio (%) = (copy (record) size/original size) x 100
- To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.
- Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom) You can set the same copy (zoom) ratio for both the horizontal (X) and vertical (Y) axes.



■ Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom) You can set different copy (zoom) ratios for the horizontal (X) and vertical (Y) axes.



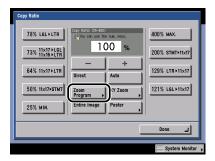
Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)

■ Copying

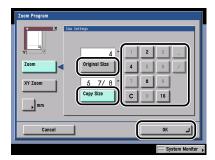
Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

Press [Zoom Program].



- 3 Use the numeric keys on the touch panel display to enter values for the original size and copy size.
 - ☐ Press [Original Size] → enter a value.
 - ☐ Press [Copy Size] → enter a value.
 - ☐ Press [OK].



You can enter either the width or the length of the original size. If you enter the width for the original size, make sure to enter the width for the copy (record) size as well, and vice versa.

The machine automatically calculates the correct copy (zoom) ratio based on the values you entered; however, the original image may be cut off slightly depending on the paper (record) size.

If the computation results in a zoom ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.



To specify the horizontal (X) and vertical (Y) axis independently, press [XY Zoom].

4 Press ((Start).

■ Mail Box (Scan)

1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 Specify the Zoom Program (Zoom) mode and scan originals in accordance with steps 2 to 4 of "Copying," on p. 3-18.

For the Mail Box function, enter the Original Size and Record Size.

Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom)

■ Copying

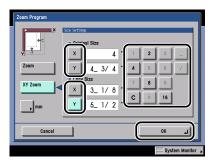
Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

Press [Zoom Program].

If necessary, see the screen shot in step 2 of "Copying" in "Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)," on p. 3-18.

- 3 Press [XY Zoom].
- Use the numeric keys on the touch panel display to enter values for the original size and copy (record) size.
 - ☐ Press [X] (horizontal axis) for Original Size → enter a value.
 - \square Press [Y] (vertical axis) for Original Size \rightarrow enter a value.
 - \square Press [X] (horizontal axis) for Copy Size \rightarrow enter a value.
 - □ Press [Y] (vertical axis) for Copy Size → enter a value.
 - ☐ Press [OK].



If the computation results in a zoom ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.



To specify the same copy ratio for both the horizontal (X) and vertical (Y) axes, press [Zoom].

5 Press ((Start).

■ Mail Box (Scan)

1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 Specify the Zoom Program (XY Zoom) mode and scan originals in accordance with steps 2 to 5 of "Copying," on p. 3-20.

For the Mail Box function, enter the Original Size and Record Size.

Setting the X and Y Axes Independently

The XY Zoom mode enables you to make reduced or enlarged copies with different XY copy (zoom) ratios expressed in percentages. Any copy (zoom) ratio from 25% to 400% may be used.

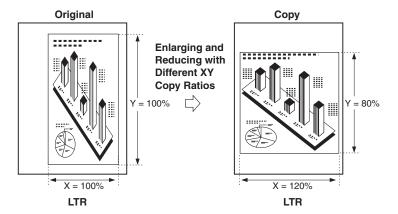
The following two XY Zoom modes are available.



To cancel this setting, press [Copy Ratio] \rightarrow [XY Zoom] \rightarrow [Cancel].

■ Manually Specifying the Copy/Zoom Ratio (XY Zoom)

You can manually set different copy (zoom) ratios for the horizontal (X) and vertical (Y) axes, expressed in percentages and in 1% increments.

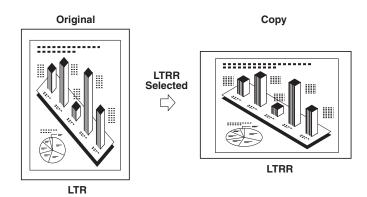




If you set the copy (zoom) ratio with the XY Zoom mode, the image of the original may be rotated before being printed on the paper depending on the outcome of the computation executed by the machine using the original size and the specified copy (zoom) ratio.

■ Automatically Specifying the Copy Ratio (Auto XY Zoom)

The XY copy ratio is automatically set to suit the size of the selected paper.



IMPORTANT

- You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode. Manually specify the copy (zoom) ratio for these types of originals.
- If you set the Auto XY Zoom mode, select the paper size using the Manual Paper Selection mode. If you do not select a paper size, paper drawer 1 is automatically selected and the copy (zoom) ratio is set to match the size of the paper loaded in that drawer.
- If you set the copy (zoom) ratio in the Auto XY Zoom mode, Auto Orientation is not performed.



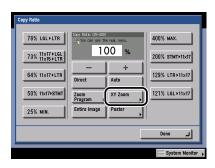
- The Auto XY Zoom mode is available for the Copy function only.
- If you notice a difference between the copy (zoom) ratio and the actual print size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the Reference Guide.)

Copying

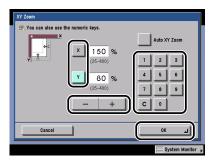
1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [XY Zoom].



- Specify the desired copy ratios.
 - To manually specify the copy ratios (XY Zoom):
 - \square Press [X] (horizontal axis) \rightarrow enter a value.
 - ☐ Press [Y] (vertical axis) → enter a value.
 - ☐ Press [OK].



- To have the copy ratios automatically specified (Auto XY Zoom):
 - □ Press [Auto XY Zoom] → [OK].
- Press ((Start).

Mail Box (Scan)

Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

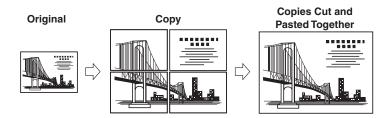
If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

Specify XY Zoom mode and scan originals in accordance with steps 2 to 4 of "Copying," on p. 3-23.

Poster

This mode enables you to enlarge an original to a size larger than 11" x 17" by copying parts of the original over several sheets of paper, and then pasting the sheets together.

You can specify the copy ratio for the Poster mode by percentage, or by setting the number of output pages that the original image should be copied over.



IMPORTANT

- Place your original on the platen glass. The Poster mode cannot be used if the original is placed in the feeder.
- If you set the Poster mode while the color mode is set to 'Auto-Color Select', the color mode is automatically set to 'Full Color'.
- The Poster mode cannot be used to make copies on nonstandard size paper, envelopes, and transparencies.



⊘ NOTE

- The Poster mode is available for the Copy function only.
- Copies of the original image made in the Poster mode overlap. Join neighboring sheets together by pasting over the overlapping areas.
- You cannot make more than one copy of the original (over multiple sheets of paper) at one time using the Poster mode.
- To cancel this setting, press [Copy Ratio] → [Poster] → [Cancel].

Determining the Copy Ratio and Number of Sheets Needed

If you create a poster by specifying the copy ratio, the number of output pages changes according to the size of the original, the copy ratio setting, and the size of the copy paper. Refer to the following table to determine the desired copy ratio.

Reproduction Ratio (%)	Paper Size	Total Sheets of Paper	Total Size
200	11" x 17"	9	22" x 34"
200	8 1/2" x 11" (LTR)	15	22" x 34"
200	8 1/2" x 11" (LTRR)	12	22" x 34"
300	11" x 17"	16	33" x 51"
300	8 1/2" x 11" (LTR)	28	33" x 51"
300	8 1/2" x 11" (LTRR)	25	33" x 51"
400	11" x 17"	25	44" x 68"
400	8 1/2" x 11" (LTR)	45	44" x 68"
400	8 1/2" x 11" (LTRR)	42	44" x 68"



NOTE

- The sizes indicated in the table serve only as a guideline. The actual copy ratio may be different from that indicated in the table.
- After all the sheets have been pasted together, the final size of the actual copy will be slightly smaller than the size indicated in the table.
- You can create a poster with copy ratios that are not listed in the table. However, the size of the original must not be larger than 11" x 17", and the copy ratio cannot exceed 400%.

Specifying the Copy Ratio in Percentage

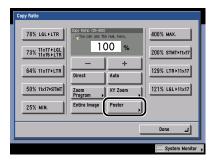
You can enlarge an original in the Poster mode by specifying the copy ratio in percentage. Any copy ratio from 100% to 400% can be set.



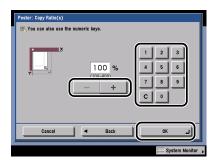
Place your originals on the platen glass → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

Press [Poster].



- Press [Copy Ratio(s)] → [Next].
- Use the numeric keys or press [-] or [+] on the touch panel display to enter a copy ratio → press [OK].



Press ((Start).



If you press (Stop) while copying is in progress to cancel the copy job and then press (Start) again, copying resumes from the first sheet of the divided image.

Selecting the Number of Output Pages

You can enlarge an original in the Poster mode by setting the number of output pages that the original image should be copied over.

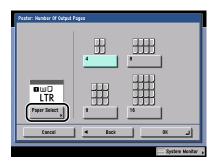
Place your originals on the platen glass → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

Press [Poster].

If necessary, see the screen shot in step 2 of "Specifying the Copy Ratio in Percentage," on p. 3-26.

- 3 Press [Number Of Output Pages] → [Next].
- Press [Paper Select].



Select the desired paper size → press [Done].

If you select the stack bypass, the screens for specifying the paper size and paper type in the stack bypass are displayed.

Select the number of output pages → press [OK].

Refer to the table under "Determining the Copy Ratio and Number of Sheets Needed," on p. 3-26 as a guideline for specifying the number of output pages.



The number of output pages that you have selected is used as a guideline. The actual number of output pages may be less than what you have selected, depending on a combination of factors that determine the most appropriate number of pages. These factors include the size of the original, the selected paper size, and the enlargement ratio.

7 Press ((Start).



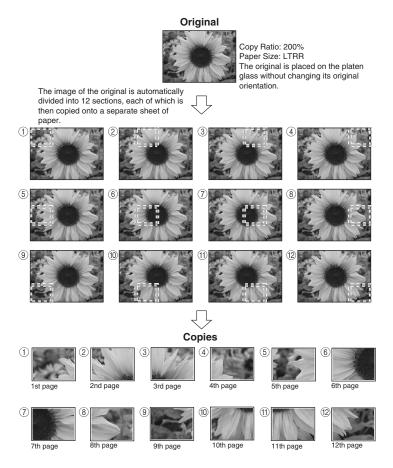
If you press (Stop) while copying is in progress to cancel the copy job and then press () (Start) again, copying resumes from the first sheet of the divided image.

Pasting the Sheets of the Divided Image Together

Example: Enlarging an 11" x 17" original by 200% to create a 22" x 34" vertical сору.

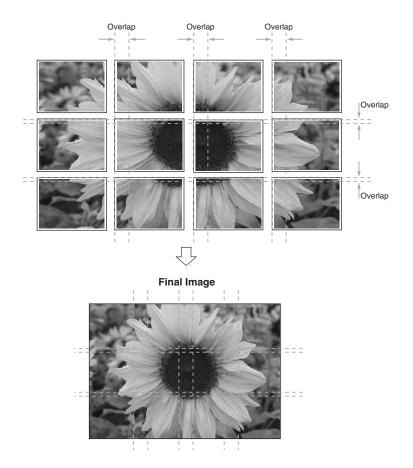
Size of Original: 11" x 17" Orientation of Original: Horizontal Copy Size: 22" x 34" Orientation of Copy: Horizontal

Based on the above criteria, the table under "Determining the Copy Ratio and Number of Sheets Needed" indicates that when using LTRR paper, 12 pages (4 x 3) are output.



The images on neighboring sheets created by the Poster mode overlap slightly. When pasting the sheets together, trim the overlapping portions, leaving an adequate amount of overlap to apply the glue.

The width of the overlapping portions differs, according to the copy ratio and paper size.



Collating Copies/Prints

The Finishing modes can be selected to collate the outputs in various ways, either by pages or copy/print sets.



IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- The Finishing modes cannot be set if envelopes, transparencies, tracing paper, or labels is selected.
- If you set the Staple or Hole Punch mode, the side of the paper which is printed on will always be output face down.
- The Hole Punch mode is available only if the optional Finisher-Y1 or Saddle Finisher-Y2 and Puncher Unit-M1 are attached to the Color imageRUNNER C3480/C3480i/C3080/ C3080i. (The optional Finisher-Y1, Saddle Finisher-Y2, and Puncher Unit-M1 are not available for the Color imageRUNNER C2550.)
- The Saddle Stitch mode is available only if the optional Saddle Finisher-Y2 is attached to the Color imageRUNNER C3480/C3480i/C3080/C3080i. (The optional Saddle Finisher-Y2 is not available for the Color imageRUNNER C2550.)



NOTE

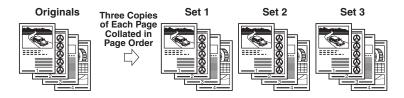
- For information for the optional finishers, see Chapter 3, "Optional Equipment," in the Reference Guide.
- To cancel this setting, press [Finishing] → [Cancel].

- The table below shows all the finishing features that are available with each different optional unit, and the paper sizes that can be used.
 - √: Available
 - -: Unavailable

	Offset	Rotate	Staple			
Optional Unit			Corner	Double	Saddle Stitch	Hole Punch
None	-	√ LTR, LTRR	I	ı	I	_
Copy Tray-J1	_	√ LTR, LTRR	İ	I	I	_
Finisher-Z1 or Finisher-Z1 and Copy Tray-J1	√ 11" x 17", LGL, LTR, LTRR	-	11" x 17", LGL, LTRR (30 sheets), LTR (50 sheets)	11" x 17", (30 sheets), LTR (50 sheets)	-	-
Inner 2way Tray-D1 or Inner 2way Tray-D1 and Copy Tray-J1	_	√ LTR, LTRR	ı	ı	ı	-
Finisher-Y1	√ 11" x 17", LGL, LTR, LTRR, STMT, EXEC	_	11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	11" x 17", LTR, LTRR (30 sheets), LTR, EXEC (50 sheets)	ŀ	-
Finisher-Y1 and Puncher Unit-M1	√ 11" x 17", LGL, LTR, LTRR, STMT, EXEC	-	11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	11" x 17", LTR, LTRR (30 sheets), LTR (50 sheets)	Т	11" x 17", LGL, LTR, LTRR, EXEC
Saddle Finisher-Y2	√ 11" x 17", LGL, LTR, LTRR, STMT, EXEC	_	11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	11" x 17", LTR, LTRR (30 sheets), LTR, EXEC (50 sheets)	12" x 18", 11" x 17", LGL, LTRR (15 sheets)	-
Saddle Finisher-Y2 and Puncher Unit-M1	√ 11" x 17", LGL, LTR, LTRR, STMT, EXEC	-	11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	11" x 17", LTR, LTRR (30 sheets), LTR, EXEC (50 sheets)	√ 12" x 18", 11" x 17", LGL, LTRR (15 sheets)	11" x 17", LGL, LTR, LTRR, EXEC

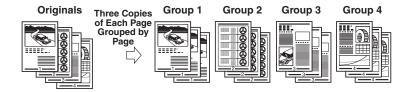
■ If the Collate Mode Is Set:

The copies are automatically collated into sets arranged in page order. The output is as follows:



■ If the Group Mode Is Set:

All copies of the same original page are grouped together. The output is as follows:



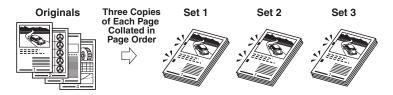
■ If the Staple Mode Is Set:

The copies are automatically collated into sets arranged in page order and stapled. The output is as follows:

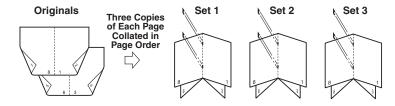
• If you select [Corner] (Top Left):



• If you select [Double] (Left):



• If you select [Saddle Stitch]:



IMPORTANT

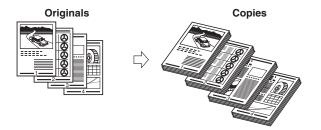
The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.



To use the Saddle Stitch mode, the original (stored document) must already be in booklet form, as shown in the illustration above. (See "Booklet Mode," on p. 4-19 and "Booklet Scanning," on p. 4-26.)

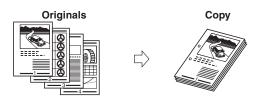
■ If No Finishing Mode Is Set:

If the Collate, Group, and Staple modes are not set, copies are output as follows:



■ If the Hole Punch Mode Is Set:

The machine punches two or three holes in the output.



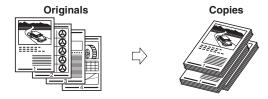
■ If the Rotate Mode Is Set:

If the copies are of the same size, the sheets are automatically collated into sets arranged in page order, and are output in alternating directions as follows:



■ If the Offset Mode Is Set:

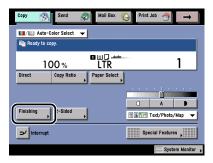
The copies are slightly offset vertically in the output tray as follows: (You can also specify the number of copy sets to offset.)



Page Order (Collate)

Copying

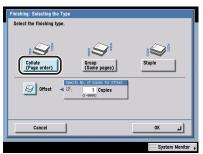
Place your originals → press [Finishing].





If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [Collate (Page order)].



The optional Finisher-Z1 is attached.



The optional Finisher-Y1 or Saddle Finisher-Y2 and Puncher Unit-M1 are attached.



A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

If you want to make hole punches, press [Hole Punch].

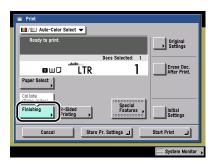
• If you select [Rotate]:

□ Press [Next] → select [LTR] or [LTRR].

- IMPORTANT
 - [Rotate] can be selected only in the following cases:
 - If the available paper size is selected manually
 - If the available paper size is loaded in both the horizontal and vertical directions
 - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4. "Customizing Settings," in the *Reference Guide*.)
 - When you have selected Automatic Paper Selection for the Rotate Mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
 - If there is no paper which can be rotated, the output will be collated.
- Press [OK].
- Press ((Start).

Mail Box (Print)

Select the desired User Inbox number and the document to print \rightarrow press [Print] \rightarrow [Change Pr. Settings] \rightarrow [Finishing].



- Specify the Collate settings in accordance with steps 2 and 3 of "Copying," on p. 3-36.
- Press [Start Print].

Same Page (Group)

Copying

1 Place your originals → press [Finishing].

If necessary, see the screen shot in step 1 of "Copying" in "Page Order (Collate)," on p. 3-36.



If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [Group (Same pages)].



The optional Finisher-Z1 is attached.



The optional Finisher-Y1 or Saddle Finisher-Y2 and Puncher Unit-M1 are attached.



A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

If you want to make hole punches, press [Hole Punch].

• If you select [Rotate]:

□ Press [Next] → select [LTR] or [LTRR].

IMPORTANT

- [Rotate] can be selected only in the following cases:
 - If the available paper size is selected manually
 - If the available paper size is loaded in both the horizontal and vertical directions
- The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4. "Customizing Settings," in the *Reference Guide*.)
- When you have selected Automatic Paper Selection for the Rotate Mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
- If there is no paper which can be rotated, the output will be collated.
- Press [OK].
- Press ((Start).

Mail Box (Print)

Select the desired User Inbox number and the document to print \rightarrow press [Print] \rightarrow [Change Pr. Settings] \rightarrow [Finishing].

If necessary, see the screen shot in step 1 of "Mail Box (Print)" in "Page Order (Collate)," on p. 3-36.

- Specify the Group settings in accordance with steps 2 and 3 of "Copying," on p. 3-39.
- Press [Start Print].

Page Order (Staple)

IMPORTANT

- The Staple mode can be set only if an optional finisher is attached.
- When printing on special types of paper, such as heavy paper or transparencies, be sure
 to correctly set the paper type, especially if you are using heavy paper. If the type of
 paper is not set correctly, it could adversely affect the quality of the image. Moreover, the
 fixing unit may become dirty, or the paper could jam, and a service repair may be
 needed.

Copying

1 Place your originals → press [Finishing].

If necessary, see the screen shot in step 1 of "Copying" in "Page Order (Collate)," on p. 3-36.



NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

Press [Staple].

If you want to make hole punches, press [Hole Punch].

- If the optional Finisher-Z1 or Finisher-Y1 is attached:
 - ☐ Press [Next].

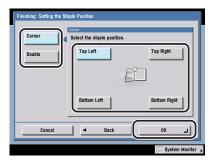


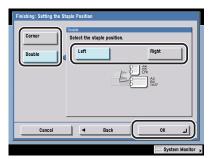
The optional Finisher-Z1 or Finisher-Y1 is attached.



The optional Finisher-Y1 and Puncher Unit-M1 are attached.

☐ Select the stapling type ([Corner] or [Double]) → select the stapling position → press [OK].



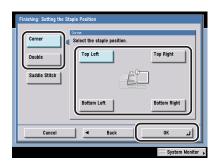


• If the optional Saddle Finisher-Y2 is attached:

- ☐ Press [Next].
- ☐ Select the stapling type ([Corner], [Double], or [Saddle Stitch]).

If you want to select [Corner] or [Double]:

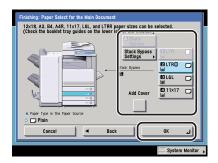
• Press [Corner] or [Double] → select the stapling position → press [OK].



The optional Saddle Finisher-Y2 is attached.

If you want to select [Saddle Stitch]:

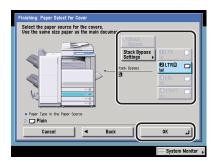
- Press [Saddle Stitch] → [Next].
- Select the paper source to use for the main document → press [OK].



If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] → select the paper type and press [OK].

If you pressed [Add Cover], Press [Next] \rightarrow select whether to print on the cover.

Press [Next] \rightarrow select the paper source to use for the cover page \rightarrow press [OK].



If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type \rightarrow press [OK].

IMPORTANT

- Make sure to use the same paper size for the cover and the main document.
- If you select [No] for <Select whether to print on covers.>, [Heavy 1] or [Heavy 2] can be selected.
- Only 17 to 28 lb bond (64 to 105 g/m²) paper can be used for the main document.
- Only the following paper can be used for the cover:
 - If you are printing on the cover: 17 to 28 lb bond (64 to 105 g/m²)
 - If you are not printing on the cover: 17 lb bond to 80 lb cover (64 to 220 g/m²)

∧ NOTE

- If you are loading the paper for the cover page into a paper drawer, you must load the paper face up.
- If you are loading the paper for the cover page into the stack bypass, you must load the paper face down.

3 Press () (Start).

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Finishing].
 - If necessary, see the screen shot in step 1 of "Mail Box (Print)" in "Page Order (Collate)," on p. 3-36.
- Specify the Staple settings in accordance with step 2 of "Copying," on p. 3-41.
- Press [Start Print].

Two-Sided Copying/Printing

This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. For the Mail Box function, this mode enables you to print two successive pages of a document stored in a User Inbox, on both sides of a sheet of paper.



IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- You may not be able to make 2-Sided copies/prints on some types of paper, depending on the paper.



∧ NOTE

- If you are copying in the 2-Sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.
- The 2-Sided mode you have selected is displayed above [2-Sided] on the Regular Copy Basic Features screen, or above [2-Sided Printing] on the Change Pr. Settings screen.
- Paper used to make two-sided copies/prints must conform to the following specifications:
 - Paper size: 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, STMTR, or

nonstandard size paper (12 5/8" x 17 11/16" and envelopes cannot

be used for two-sided copying)

- Paper weight: 17 to 28 lb bond (64 to 105 g/m²)

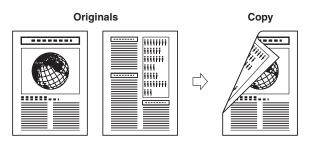
If you select nonstandard size paper, only the 2▶1-Sided mode is available, and the following paper sizes can be used:

Width (X axis): 5 1/2" to 18" (140 mm to 457 mm) Length (Y axis): 3 7/8" to 12 5/8" (99 mm to 320 mm)

- When copying, to cancel this setting, press [2-Sided] → [Cancel].
- When storing or printing a document in an inbox, to cancel this setting, press [2-Sided Printing] → [Cancel].

1 to 2-Sided

This feature enables you to make two-sided copies from one-sided originals, or to print two successive pages of a document stored in a User Inbox onto both sides of a sheet of paper.



Copying



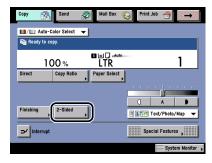
IMPORTANT

Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down. (You can place STMTR originals only on the platen glass.)



NOTE

- If there are an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as a copy.)
- If the 2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand.
- Place your originals → press [2-Sided].



Press [1 ≥ 2-Sided].

To set the orientation of two-sided copies, press [Option] \rightarrow select the type of two-sided orientation \rightarrow press [Done].

Details of each item are shown below.

[Book Type]: The front and back sides of the copy will have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite

top-bottom orientations.

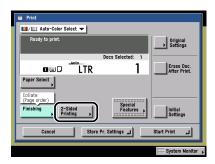
3 Press [OK].

4 Press ((Start).

Mail Box (Print)



- If there are an odd number of pages in a document, the back side of the last print is left blank. (The machine's counter does not count the blank page as a print.)
- If the 2-Sided Printing mode is used together with the Automatic Paper Selection mode, and the pages that you want to print are of different size, the different sized documents will be printed as one-sided prints on paper of their respective sizes. If you want such pages to be printed as two-sided documents, select the desired paper size beforehand.
- 1 Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [2-Sided Printing].



Select the desired orientation → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the print will have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the print will have opposite

top-bottom orientations.

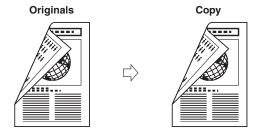
If you want to print the first page of each document on the front when documents are merged and the Finishing mode is selected (except for [Group]), press [Non continuous].

If you want to print continuously without inserting any blank pages between the documents, press [Continuous].

Press [Start Print].

2 to 2-Sided

This feature enables you to make two-sided copies from two-sided originals. If a two-sided original is placed in the feeder, it is automatically turned over so that both sides of the original are copied onto the front and back sides of a copy sheet.





2▶2-Sided copying is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).



- The 2▶2-Sided mode is available for the Copying function only.
- If you placed your originals on the platen glass, follow the instructions displayed on the screen to scan each side of the originals.

1 Place your originals → press [2-Sided].

If necessary, see the screen shot in step 1 of "Copying" in "1 to 2-Sided," on p. 3-46.

∧ NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

Press [2 ≥ 2-Sided].

To set the orientation of the originals and the copies, press [Option] \rightarrow select the type of two-sided orientation for the originals and the copies \rightarrow press [Done].

Original

[Book Type]: The front and back sides of the original have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.

Сору

[Book Type]: The front and back sides of the copy will have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite

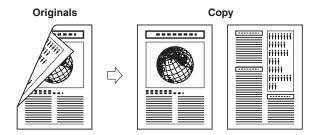
top-bottom orientations.

3 Press [OK].

4 Press (Start).

2 to 1-Sided

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.





- 2▶1-Sided copying is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down. (You can place STMTR originals only on the platen glass.)



- The 2▶1-Sided mode is available for the Copying function only.
- If you want to place your two-sided original on the platen glass, use the Job Build mode in Special Features to execute 2▶1-Sided copying. (See "Job Build," on p. 4-51.)

Place your originals in the feeder → press [2-Sided].

If necessary, see the screen shot in step 1 of "Copying" in "1 to 2-Sided," on p. 3-46.



If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [2▶1-Sided].

To set the orientation of the originals, press [Option] \rightarrow select the orientation of the originals \rightarrow press [Done].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.

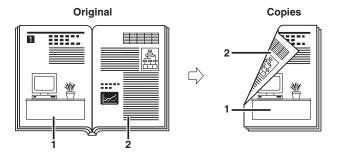
3 Press [OK].

4 Press ((Start).

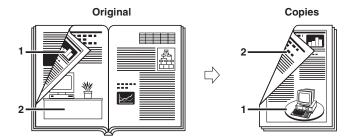
Book to 2-Sided

This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

Left/Right Two-sided
 This setting makes two-sided copies from facing pages.



Front/Back Two-sided This setting makes two-sided copies from the front and back sides of a page.



IMPORTANT

- Only LTR paper can be used for Book▶2-Sided copying.
- If you select [Front/Back 2-Sided], the front side of the first two-sided page and the back side of the last two-sided page are left blank. (The machine's counter does not count the blank pages as copies.)
- Place your original on the platen glass. The Book▶2-Sided mode cannot be used when the original is placed in the feeder.



The Book▶2-Sided mode is available for the Copying function only.

Place your original on the platen glass → press [2-Sided].

If necessary, see the screen shot in step 1 of "Copying" in "1 to 2-Sided," on p. 3-46

To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

Press [Book ▶ 2-Sided] → [Next].

Select the desired type of two-sided layout → press [OK].

Details of each item are shown below.

[Left/Right 2-Sided]: The facing pages of a book or bound original are

copied onto the front and back sides of a single sheet of

paper.

[Front/Back 2-Sided]: The front and back sides of the left page, or the front

and back sides of the right page, are copied onto the

front and back sides of a single sheet of paper.

4 Press (Start).

To copy the next two facing pages, turn the page of the original → place your original on the platen glass \rightarrow press \odot (Start).

When scanning is complete, press [Done].

Scanning Two-Sided Originals

You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.



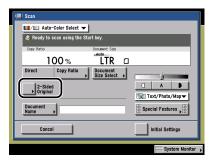
IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- When you are scanning originals with a horizontal (landscape) orientation, such as LTRR and STMTR, make sure to place them horizontally in the feeder. If these originals are placed vertically, the back sides of the originals are scanned upside down. (You can place STMTR originals only on the platen glass.)



NOTE

- The 2-Sided Original mode is available for the Mail Box function only.
- If you placed your originals on the platen glass, follow the instructions displayed on the screen to scan each side of the originals.
- To cancel this setting, press [2-Sided Original] → [Cancel].
- Select the desired User Inbox number → place your originals in the feeder \rightarrow press [Scan] \rightarrow [2-Sided Original].



Select the type of original → press [OK].

Details of each item are shown below.

The front and back sides of the original have the same [Book Type]:

top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.

3 Press ① (Start).

Changing Color Modes

This machine comes with the Automatic Color Selection mode, which recognizes whether an original is in color or black-and-white, and then automatically switches between the Full Color mode and Black mode. You can also manually switch between the Full, Black, Single Color, and Two Colors modes whenever necessary.

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.



∧ NOTE

- If color printing is performed after black printing, a message may appear indicating the machine is preparing for color printing. Please wait for a moment until the message disappears. Color printing will start when the message disappears.
- If you select [Retro Photo Image] in the One Touch Color mode, the color mode is automatically set to 'Single Color'.
- The default setting is 'Auto-Color Select' for all the Copy, Scan, and Print functions.
- You can store the color mode as Standard Settings (from the Additional Functions screen). (See "Changing the Current Standard Settings," on p. 8-10.)
- You can set to display a shortcut key for the Black mode next to the color selection drop-down list on the Copy Basic Features screen, Scan screen, and Print screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

■ Auto-Color Select

If the Auto-Color Select mode is selected, the machine automatically recognizes whether the original is in color or black-and-white. Color originals are copied/scanned/printed in the Full Color mode, while black-and-white originals are copied/scanned/printed in the Black mode.

IMPORTANT

When the Auto-Color Select mode is set and your originals contain color sections, the machine scans them in the Full Color mode. However, the machine may scan the color originals in the Black mode under the following conditions. To avoid this, set the color mode to 'Full Color'.

- If the originals contain a few color sections
- If the color sections are located on the left side (within 3/8" (10 mm) from the left edge) of the originals when loading the originals in the feeder
- If the color sections of the originals are close to black
- If the originals contain light color densities



- For copying, if [Use Auto-Color Select] in [Color Mode for Copy] in System Settings (from the Additional Functions screen) is set to 'Off', the Auto-Color Select mode is not displayed. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)
- When printing CMYK documents stored in inboxes, only [Auto-Color Select] can be selected. (To print full color CMYK documents, only [Auto-Color Select] can be specified.
 To print black CMYK documents, [Black] can also be specified.)

■ Full Color

The Full Color mode always copies/scans in color regardless of whether the original is in color or black-and-white.



- The Full Color mode is only available for copying, or storing documents in an inbox.
- For copying, if [Use Full Color] in [Color Mode for Copy] in System Settings (from the Additional Functions screen) is set to 'Off', the Full Color mode is not displayed. (See Chapter 6, "System Manager Settings," in the Reference Guide.)
- If a black-and-white original is copied or scanned in the Full Color mode, it is counted as a color copy or scan.

■ Black

The Black mode always copies/scans/prints in black-and-white regardless of whether the original is in color or black-and-white.

■ Single Color

The Single Color mode enables you to make one-color copies/prints.

IMPORTANT

You can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.



- The Single Color mode is available for the Copy function, or when printing document from an inbox.
- If a black-and-white document is copied/printed in the Single Color mode, it is counted as a color copy/print.

■ Two Colors

The Two Colors mode enables you to make two-color prints, composed of a color you specify, and black.

IMPORTANT

- You can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.
- Documents comprised of black-and-white images stored in an inbox cannot be printed in the Two Color mode.



- The Two Colors mode is available for the Copy function, or when printing document from an inbox.
- If a black-and-white document is copied in the Two Colors mode, it is counted as a color copy.

Copying

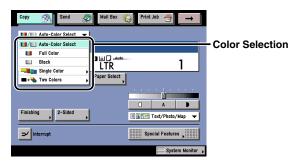


If you scan different sized originals without setting the Different Size Originals mode or selecting a non-standard paper size as the paper size, the machine may not be able to detect whether your originals are color or black-and-white.

∧ NOTE

If you set the Poster mode while the color mode is set to 'Auto-Color Select', the color mode is automatically set to 'Full Color'.

Place your originals → press the color selection drop-down list → press [Auto-Color Select], [Full Color], [Black], [Single Color], or [Two Colors].



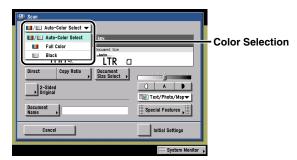
- If [Single Color] or [Two Colors] is selected:
 - \square Select the desired color \rightarrow press [OK].
- IMPORTANT

If Display the Black Mode Shortcut Key in Common Settings (from the Additional Functions screen) is set to 'On', you can also specify the Black mode by pressing [_____]. (See Chapter 4, "Customizing Settings, in the *Reference Guide*.)

2 Press ③ (Start).

Mail Box (Scan)

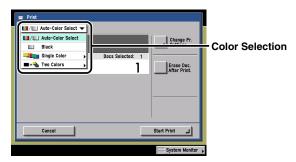
- Select the desired User Inbox number → place your originals → press [Scan].
- Press the color selection drop-down list → press [Auto-Color Select], [Full Color], or [Black].



3 Press () (Start).

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print].
- Press the color selection drop-down list → press [Auto-Color Select], [Black], [Single Color], or [Two Colors].



You can also press [Change Pr. Settings], and then select the desired color mode from the color selection drop-down list on the Change Print Settings screen.

Press [Start Print].

Merging Documents

The Merge Documents mode enables you to print multiple documents, such as scanned documents and documents sent from a computer, as one document—if they are stored in the same inbox. You can combine documents with different settings into one document, which is useful when you want to print the following kinds of documents:

- Documents created with different programs, or documents created by multiple users for printing and stapling as a single document.
- Documents combining cutout artwork, transparencies, and data sent from one or more computers, using the Two-sided Printing mode.

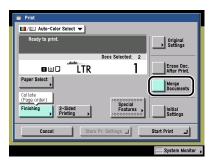


- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- You can set the Merge Documents mode only if you select multiple documents.



- The Merge Documents mode is available for the Mail Box function only.
- If you use the Merge Documents mode to combine and print multiple documents, the documents are printed using Standard Local Print Settings instead of the individual settings of the respective documents. However, the settings of each document are not changed or erased, and remain the same as when the document was created.
- You can change Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the Reference Guide.)

Select the desired User Inbox number and the documents to print in the order that you want to print them → press [Print] → [Change Pr. Settings] → [Merge Documents].



To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

[Merge Documents] is displayed only when multiple documents are selected.

Press [Start Print].



While the merged documents are being printed, only the name of the first document is displayed on the screen.

Special Copying and Mail Box Features



This chapter describes the special features of both the Copying and Mail Box functions.

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Copying	
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What are Special Features?

Special features, such as the Booklet and Job Build modes, are modes for performing various kinds of editing according to your needs, when copying, printing, or storing documents in an inbox.

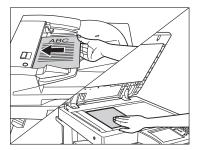


IMPORTANT

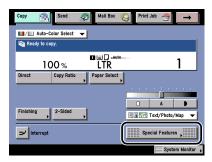
Depending on the mode, some combinations of modes will not be available. See "Combination of Functions Chart," on p. 9-6.

Specifying the Special Copying Features

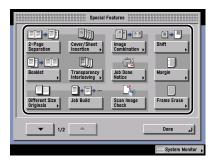
1 Place your originals.



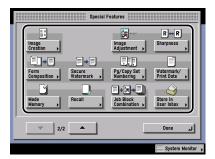
2 Press [Special Features].



Select the desired mode from the Special Features screen.



Special Features Screen (1/2)



Special Features Screen (2/2)

IMPORTANT

Depending on the mode, you may have to place your original on the platen glass or in the feeder. See the corresponding section on each mode for detailed information.



∧ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

5 Press () (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press \odot (Start) once for each original. When scanning is complete, press [Done].

Copying starts.



NOTE

- To cancel this setting, follow the procedure below.
- For modes which have a right triangle (►) on the bottom right of their key:
 Example: Frame Erase
 - Press [Special Features] → [Frame Erase] → [Cancel].
- For modes which do not have a right triangle (►) on the bottom right of their key: Example: Job Build
 Press [Special Features] → [Job Build].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

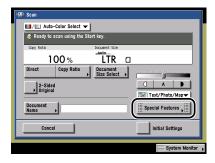
Specifying the Special Mail Box Features for Scanning

1 Select the desired User Inbox number → place your originals → press [Scan].

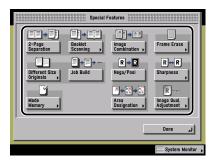
If necessary, see the screen shots in steps 1 to 5 of "Storing Originals into an Inbox," on p. 2-12.

The Scan screen is displayed.

2 Press [Special Features].



Select the desired mode from the Special Features screen.



(III) IMPORTANT

Depending on the mode, you may have to place your original on the platen glass or in the feeder. See the corresponding section on each mode for detailed information.

Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

Press () (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press \bigcirc (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.



- To cancel this setting, follow the procedure below.
- For modes which have a right triangle (▶) on the bottom right of their key: Example: Frame Erase
 - Press [Special Features] \rightarrow [Frame Erase] \rightarrow [Cancel].
- For modes which do not have a right triangle (▶) on the bottom right of their key: Example: Job Build
 - Press [Special Features] → [Job Build].
- To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press (2) (Reset).

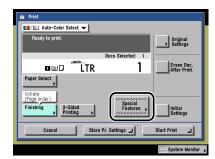
Specifying the Special Mail Box Features for Printing

1 Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings].

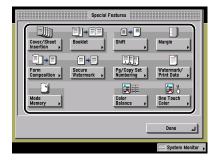
If necessary, see the screen shots in steps 1 to 5 of "Printing Documents Stored in an Inbox," on p. 2-19.

The Change Print Settings screen is displayed.

2 Press [Special Features].



3 Select the desired mode from the Special Features screen.



4 Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

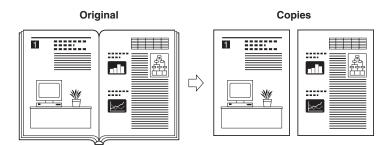
Printing starts.



- To cancel this setting, follow the procedure below.
 - Example: Booklet Press [Special Features] → [Booklet] → [Cancel].
- To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press ② (Reset).

2-Page Separation

This mode enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages.





- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- Place your original on the platen glass. The 2-Page Separation mode cannot be used when the original is placed in the feeder.



To make two-sided copies of books or bound originals, use the Book▶2-Sided copying feature of the 2-Sided mode. (See "Book to 2-Sided," on p. 3-51.)

Copying

1 Place your originals on the platen glass → press [Special Features] → [2-Page Separation] → [Done].

When placing an original, to make copies in the correct page order, begin scanning from the first open page of the book or bound original. Place your originals face down, making sure that their top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press ① (Start).

To scan the next two facing pages, turn the page of the original \rightarrow place your original on the platen glass \rightarrow press \bigcirc (Start).

3 When scanning is complete, press [Done].

Mail Box (Scan)

- Select the desired User Inbox number → place your originals on the platen glass → press [Scan] → [Special Features] → [2-Page Separation].
- 2 Specify the 2-Page Separation settings in accordance with steps 2 and 3 of "Copying" on p. 4-10.

Cover/Sheet Insertion

This mode enables you to set the machine to automatically add front and back covers, sheet insertions, or chapter pages using a different type of paper from that used for the main document. In addition, you can decide whether the front and back covers, and the sheet insertions are copied or printed on as well. Chapter pages are always copied or printed on.



IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- For the Mail Box function, you cannot set the Cover/Sheet Insertion mode when you select multiple documents. In this case, set the Cover/Job Separator mode.
- If you select the Staple mode when an optional finisher is attached, you cannot staple more than 30 sheets of 11" x 17", LGL, or LTRR paper, or 50 sheets of LTR or EXEC paper, including sheet insertions.
- If you are using labels or tracing paper, you cannot copy (print) on the front cover, back cover, or sheet insertions. However, you can copy (print) on the inside of the back cover.

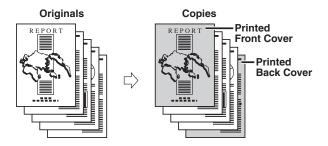


∧ NOTE

- If you are copying/printing on the front cover, back cover, or sheet insertions, these sheets are included in the count of the total number of copies/prints made. If these sheets are left blank, however, the machine's counter does not count them as copies/ prints.
- If you are adding chapter pages, these sheets are included in the count of the total number of copies/prints made.

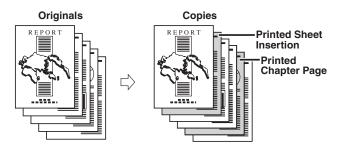
■ Front Cover/Back Cover

This setting adds a front cover and back cover sheet to each set of copies/prints. You may also copy/print on the front/back cover sheet.

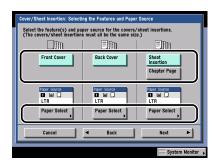


■ Sheet Insertion/Chapter Page

This setting inserts a sheet of paper between copies/prints. The Sheet Insertion mode is useful when you want to use a blank sheet to help sort out the copies/prints. You may also copy/print on the sheet insertions. Since the chapter page is always copied/printed on one side, the Chapter Page mode is useful when you want to organize the copies/prints by chapter.



- 1 Place your originals → press [Special Features] → press [Cover/Sheet Insertion].
- 2 Select the desired Cover/Sheet Insertion feature → press [Paper Select] for each selected feature.



You cannot select [Sheet Insertion] and [Chapter Page] at the same time.



NOTE

To cancel a selected feature, press that key again.

- 3 Select the paper source → press [Done].
- IMPORTANT
 - Select the same size paper for [Front Cover], [Back Cover], and [Sheet Insertion] (or [Chapter Page]).
 - If you try to set a different paper size for one feature, the paper sizes for the other
 features are automatically changed to the new paper size. However, if you are only
 changing the paper source with the same paper size, the settings for the other
 features will not change.
- 4 Press [Next].

If only [Chapter Page] was selected, proceed to step 6.

5 Select whether to copy/print on the front cover, back cover, or sheet insertion → press [Next].

If [Sheet Insertion] or [Chapter Page] is not selected, press [OK].



- A chapter page is always copied/printed on one side.
- If you select [Leave Blank] for the front and/or back cover and/or sheet insertion, the machine inserts a sheet of paper from the paper source that you selected in step 3 to be used as the copy's/print's front and/or back cover. You can also select the paper source for the sheet insertion in step 7.
- If you are using paper that already has printing on it (e.g., company logo) as your front and/or back cover and/or sheet insertion, then you must select [Leave Blank]. Otherwise, the machine will copy/print your original's first or last page on the preprinted paper.
- If you select [Print on Front Side], [Print on Back Side], or [Copy on Both Sides] for the front and/or back cover and/or sheet insertion, the machine inserts a sheet of paper from the paper source that you selected in step 3, and prints your original on its front side, back side, or on both sides. This will then be used as the copy's/ print's front cover. You can also select the paper source for the sheet insertion in step 7.

Press [Add].

Specify where the sheet insertions or chapter pages should be added using \bigcirc - \bigcirc (numeric keys) \rightarrow press [OK].

If you are inserting the sheet insertions, you can change the paper source and side(s) to be printed on.

If you are inserting the chapter pages, you can change the paper sources.

Repeat steps 6 and 7, as necessary.

(III) IMPORTANT

You cannot insert a sheet insertion or chapter page on the first page. Set their positions starting from the second page.



∧ NOTE

- The settings are displayed in the order of insertion.
- You can insert up to 100 sheet insertions or chapter pages.

Press [OK].

Mail Box (Print)

- 1 Select the desired User Inbox number and document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Cover/Sheet Insertion].
- 2 Specify the Cover/Sheet Insertion settings in accordance with steps 2 to 8 of "Copying," on p. 4-13.

Cover/Job Separator

If you select multiple documents and set the Merge Documents mode, you can specify the Cover/Job Separator mode. The Cover/Job Separator mode automatically adds front and back covers, or job separator sheets to divide each document, using a different type of paper from that used for the main document.

IM

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- You can set the Cover/Job Separator mode only if you select multiple documents and set the Merge Documents mode. (See "Merging Documents," on p. 3-61.)
- You cannot print on the job separator sheets.
- If you select the Staple mode when an optional finisher is attached, you cannot staple more than 30 sheets of 11" x 17", LGL, or LTRR paper, or 50 sheets of LTR or EXEC paper, including sheet insertions.

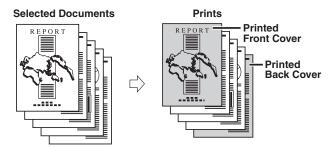


NOTE

- The Cover/Job Separator mode is available for the Mail Box function only.
- Job separator sheets are not counted as prints.

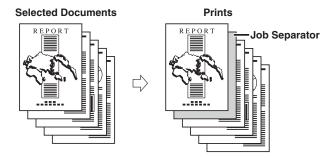
■ Front Cover/Back Cover

This setting adds a front cover or back cover sheet to each set of prints. You may also print on the front cover or back cover sheet.



■ Job Separator

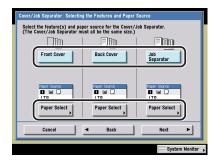
This setting inserts a sheet of paper between documents. You cannot print on the job separator sheets.



Select the desired User Inbox number and documents to print in the order that you want to print → press [Print] → [Change Pr. Settings] → [Merge Documents] → [Special Features] → [Cover/Job Separator].

[Merge Documents] is displayed only when the multiple documents are selected.

2 Select the desired Cover/Job Separator feature(s) → press [Paper Select] for each selected feature.



IMPORTANT

You cannot print on the job separator sheets.



To cancel a Cover/Job Separator feature, press the feature key again.

Select the paper source for each selected feature → press [Done] \rightarrow [Next].

If only [Job Separator] is selected, select the paper source for the job separator sheets \rightarrow press [Done] \rightarrow [OK].

IMPORTANT

- Select the same paper size for [Front Cover], [Back Cover], and [Job Separator].
- If you try to set a different paper size for one feature, the paper sizes for the other features are automatically changed to the new paper size. However, if you are switching to another paper source with the same paper size, the settings for the other features will not change.

Select the side(s) to be printed for the front and/or back cover → press [OK].



∧ NOTE

- The screens that appear on your machine may differ depending on the setting in
- If you select [Leave Blank] for the front and/or back cover, the machine inserts a sheet of paper from the paper source that you selected in step 3 to be used as the print's front and/or back cover.
 - If you are using paper that already has printing on it (e.g., company logo) as your front and/or back cover, you must select [Leave Blank].
- If you select [Print on Front Side], [Print on Back Side], or [Print on Both Sides] for the front and/or back cover, the machine inserts a sheet of paper from the paper source that you selected in step 3, and prints your original on its front side, back side, or on both sides. This will then be used as the print's front and/or back cover.

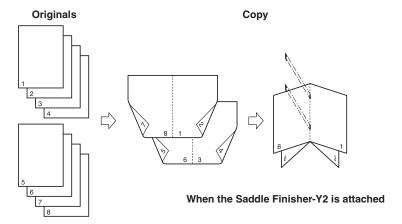
Booklet Mode

This mode enables you to copy/print one-sided or two-sided originals in such a way that the copies/prints are made into a booklet.

For the Booklet Scanning mode of the Mail Box function, see "Booklet Scanning," on p. 4-26.

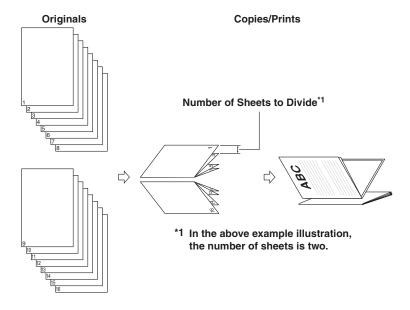
■ Booklet

This mode enables you to copy/print one-sided or two-sided originals in such a way that the copies/prints are made into a booklet.



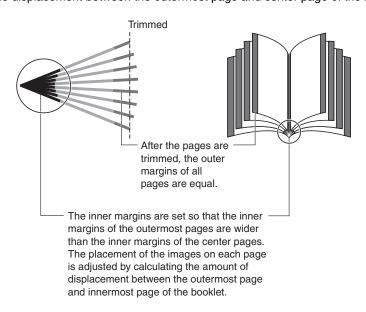
■ Divided Booklet

This mode enables you to make a multiple page document with a large number of pages into a divided booklet.



■ Creep (Displacement) Correction

This mode enables you to adjust the position of the images in a booklet by calculating the width of the displacement between the outermost page and center page of the booklet.



IMPORTANT

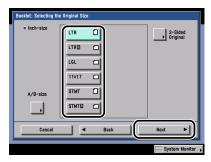
- The 2-Sided Original mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- Saddle stitching is not performed if there is only one output sheet.
- The Saddle Stitch and Divided Booklet modes can be set only if the optional Saddle Finisher-Y2 is attached.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the type and quantity of paper.
- When printing on special types of paper, such as heavy paper or transparencies, be sure
 to correctly set the paper type, especially if you are using heavy paper. If the type of
 paper is not set correctly, it could adversely affect the quality of the image. Moreover, the
 fixing unit may become dirty, or the paper could jam, and a service repair may be
 needed.

Copying



Make sure to place originals with a vertical (portrait) orientation vertically. If these originals are placed horizontally, the even numbered pages will be printed upside down.

- **1** Place your original → press [Special Features] → [Booklet].
- 2 Select the original size → press [Next].



If the original is two-sided, press [2-Sided Original] \rightarrow select the type of two-sided original \rightarrow press [OK] \rightarrow [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same

top-bottom orientation.

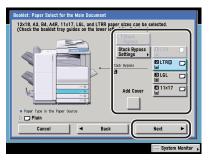
[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.



- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

3 Select the paper source to use for the main document → press [Next].

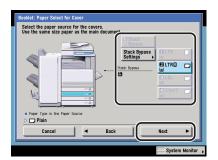


Only 12" x 18", 11" x 17", LGL, or LTRR paper can be used for the Booklet mode.

If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] \rightarrow select the paper type and press [OK].

If you want to add a cover:

- ☐ Press [Add Cover] → [Next].
- \square Select whether to copy on the cover page \rightarrow press [Next].
- \square Select the paper source to use for the cover page \rightarrow press [Next].



If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type \rightarrow press [OK].

IMPORTANT

- You must select the same paper size for the cover page as that used for copying the main document.
- If you are using Heavy 1 or Heavy 2 paper for the cover sheets, you can only print on the inside of the front cover or inside of the back cover.
- Only 17 to 28 lb bond (64 to 105 g/m²) paper can be used for the main document.
- Only the following paper can be used for the cover pages, if you are printing on the cover pages:
 - If [Print] is selected for <Front Cover> or <Back Cover>: 17 to 28 lb bond (64 to 105 g/m²)
 - If [Print] is selected for <Front Inside Cover> or <Back Inside Cover>: 17 lb bond to 80 lb cover (64 to 220 g/m²)



∧ NOTE

- If you are loading the paper for the cover page into a paper drawer, you must load the paper face up.
- If you are loading the paper for the cover page into the stack bypass, you must load the paper face down.

Specify the Booklet settings.

• If the optional Saddle Finisher-Y2 is attached:

- Select whether to saddle stitch the booklet → press [OK].
- ☐ If you select [Divided Booklet], enter the number of sheets that you want to divide by pressing [-] or [+] \rightarrow press [OK] \rightarrow [OK].
- ☐ If the printing position of the image is out of place, and you want to set the creep (displacement) correction, press [Creep Correction] → select [Auto] or [Manual] \rightarrow press [OK] \rightarrow [OK].

If you select [Manual], press [▼] or [▲] to adjust the correction width.

• If the optional Saddle Finisher-Y2 is not attached:

□ Press [Do not correct] or [Auto] or [Manual] → press [OK]. If you select [Manual], press [▼] or [▲] to adjust the correction width.

IMPORTANT

The maximum number of sheets, including cover sheets, that can be saddle stitched is:

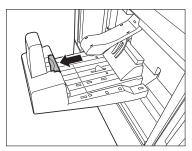
- 15 sheets (17 to 20 lb bond (64 to 80 g/m²))
- 10 sheets (20 to 28 lb bond (81 to 105 g/m²))

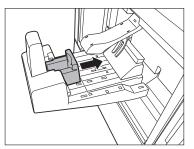


∧ NOTE

- If the number of sheets is 16 or more, the booklet is not saddle stitched.
- The number of saddle stitched booklets that the booklet tray can hold depends on the number of sheets that each booklet contains.
 - 1 to 5 sheets: 25 sets
 - 6 to 10 sheets: 15 sets
 - 11 to 15 sheets: 10 sets
- If you selected [Add Cover], the maximum number of sets that the booklet tray can hold is 10.
- If you set the Booklet mode, the Center Shift mode is also automatically set.

Set the Booklet Tray guide to match the paper size.





12" x 18", 11" x 17", or LGL

LTRR

IMPORTANT

Make sure to set the Booklet Tray guide correctly to match the paper size. Setting the Booklet Tray guide incorrectly may result in a paper jam.



NOTE

If the optional Saddle Finisher-Y2 is not attached, this step is unnecessary.

Mail Box (Print

IMPORTANT

- The Booklet mode can only be specified for the following paper sizes: LTR, LTRR, STMT, or STMTR.
- The Booklet mode cannot be set if multiple documents are selected, and their record sizes are different.
- The Booklet mode cannot be used with documents with resolution of less than 600 x 600 dpi.



NOTE

If you want to print documents for use as a booklet, we recommend that you scan the originals using the Booklet Scanning mode. (See "Booklet Scanning," on p. 4-26.)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Booklet].
- Specify the Booklet settings in accordance with steps 3 to 5 of "Copying," on p. 4-21.

Booklet Scanning

This mode enables you to scan originals in such a way that, when printing the scanned data, the output paper can be made into a booklet. Specify the Booklet mode when printing the scanned data. (See "Booklet Mode," on p. 4-19.)

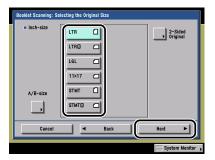
IMPORTANT

- [2-Sided Original] is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- Make sure to place originals with a vertical (portrait) orientation vertically. If these
 originals are placed horizontally, the even numbered pages will be printed upside down.



The Booklet Scanning mode is available for the Mail Box function only.

- 1 Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Booklet Scanning].
- 2 Select the original size → press [Next].



If the original is two-sided, press [2-Sided Original] \rightarrow select the type of two-sided original \rightarrow press [OK] \rightarrow [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.



- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

Select the booklet layout size → press [OK].



To select an A or B series paper size, press [A/B-size].

Transparency Interleaving

When copying onto transparencies, this mode enables you to automatically add an interleaving sheet of paper between each sheet of transparency that is output. The interleaf sheets protect the copied surface of the transparencies. You can also set to copy the content of the transparencies onto interleaf sheets.

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- Even if an optional finisher is attached, you cannot use any of the Finishing modes with the Transparency Interleaving mode.
- Only LTR is available for the Transparency Interleaving mode.

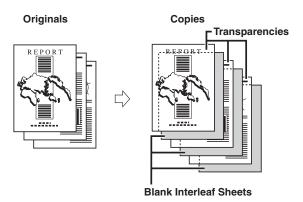


NOTE

- The Transparency Interleaving mode is available for the Copying function only.
- The machine's counter does not count blank interleaf sheets as copies.
- If Tray Designation settings are set only for Copy Tray-J1, transparencies are output to Tray A. The Tray Designation settings may vary depending on the optional output units that are attached to the machine. For details on the tray designations, see Chapter 4, Customizing Settings," in the Reference Guide."

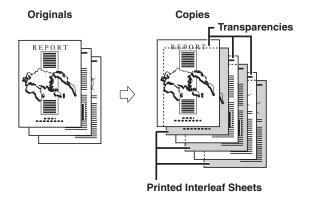
■ If You Do Not Want to Print on the Interleaf Sheets:

The [Leave Blank] setting outputs a printed transparency and a blank interleaf sheet alternately.

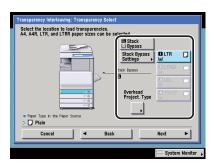


■ If You Want to Print on the Interleaf Sheets:

The [Print] setting outputs a printed transparency and a printed interleaf sheet alternately.



- 1 Place your originals → press [Special Features] → [Transparency Interleaving].
- **2** Select the paper source for transparencies → press [Next].



If you selected [Transparency], press [Overhead Project. Type] and select either [Transmissive] or [Reflective].

- If you select stack bypass when transparencies are set in the stack bypass:
 - □ Press [Stack Bypass] → [Next].

- If you select [Stack Bypass Settings], or transparencies are not set in the stack bypass:
 - □ Select the paper size for transparencies → press [Next].
 - \square Select the paper type \rightarrow press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list \rightarrow press [OK].

□ Press [Next].

If the following screen is displayed, perform either of the following procedures in Common Settings (from the Additional Functions screen) (See Chapter 4. "Customizing Settings," in the *Reference Guide*.):

- Set Register Paper Type for the selected paper source to [Transparency].
- Set the paper type setting to [Transparency] if Stack Bypass Standard Settings is set to 'On'.



IMPORTANT

Make sure that transparencies are loaded into the selected paper source. Loading paper types other than transparencies may result in a paper jam.

- 3 Select whether to copy on the interleaf sheets → press [Next].
- Select the paper source for the interleaf sheets \rightarrow press [OK].



- ∧ NOTE
 - If you are copying onto the interleaf sheets, these sheets are included in the count of the total number of copies made.
 - The copies are output with the copied side face down, alternating between transparency and interleaf sheet.

Image Combination

This mode enables you to automatically reduce two, four, or eight originals, as well as two-sided originals or the facing pages of a book, to fit onto one side or both sides of a selected paper (record) size.



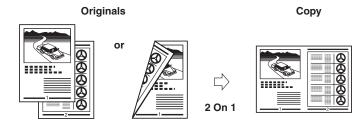
IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p 9-6.
- Originals copied/scanned in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.
- For the Copy function, you can change or specify the number of copies or 2-Sided Original mode before scanning the next batch of originals (i.e., between batches).
- For the Mail Box function, you can change or specify the 2-Sided Original mode before scanning the next batch of originals (i.e., between batches).



∧ NOTE

The reduction ratio is automatically set so that the originals fit onto the selected paper (record) size.



■ 2 On 1

This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of one sheet of paper.

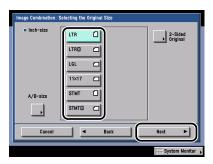
■ 4 On 1

This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of one sheet of paper.

■ 8 On 1

This setting reduces eight 1-sided or four 2-sided originals to fit onto one side or both sides of one sheet of paper.

- 1 Place your originals → press [Special Features] → [Image Combination].
- 2 Select the original size → press [Next].



If the original is two-sided, press [2-Sided Original] \rightarrow select the type of two-sided original \rightarrow press [OK] \rightarrow [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.



- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

Select the desired Image Combination feature → press [Next].

If you want to make two-sided copies, press [2-Sided Copy] → select the type of two-sided orientation \rightarrow press [OK] \rightarrow [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the copy have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the copy have opposite

top-bottom orientations.

If you want to specify the image order, press [Option] → select the image order → press [Done] → [Next].

If you do not change the image order by pressing [Option], the images are printed as follows:

2 On 1: Left → Right

4 On 1 and 8 On 1: Upper Left → Upper Right → Lower Left → Lower Right

Select the desired paper size → press [OK].



∧ NOTE

- The machine automatically selects the copy ratio depending on the selected paper
- If you set the Image Combination mode, the Center Shift mode is also automatically set.

Mail Box (Scan)

- Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Image Combination].
- Specify the Image Combination settings in accordance with steps 2 to 4 of "Copying," on p. 4-32.



- To select an A or B series paper size, press [A/B-size].
- The original is scanned with the reduction ratio automatically set, depending on the selected record size.

Shifting the Original Image

You can make copies or prints with the entire original image shifted to the center or a corner.

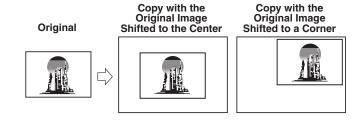


IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart." on p. 9-6.
- If [Center/Corner Shift] is selected, and the original and the copy paper are the same size and the copy ratio is set at 100%, the image of the original is not shifted.
- If you use the numeric keys to enter the shift position, the original image may be partially
 cut off on the copy, depending on the size of the original, the size of the copy paper, and
 the amount of shift specified.

Using the Arrow Keys

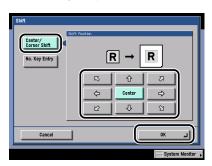
The [Center/Corner Shift] setting enables you to use the arrow keys on the touch panel display to make copies with the entire original image shifted to the center or a corner.





The Center/Corner Shift mode is available for the Copying function only.

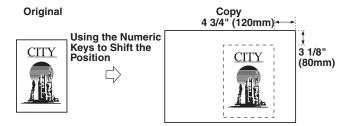
- **1** Place your originals → press [Special Features] → [Shift].
- Press [Center/Corner Shift] → select the shift direction with an arrow key → press [OK].



The shift direction is the direction that you want the original image moved to, if you first visualize the original image as being face up and appearing in the center of the copy page.

Using the Numeric Keys

The [No. Key Entry] setting enables you to shift the entire image to a position that you specify using ① - ① (numeric keys).

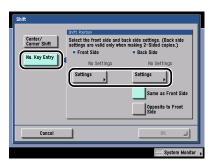




For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Copying

- Place your originals → press [Special Features] → [Shift].
- 2 Press [No. Key Entry] → press [Settings] under <Front Side> or <Back Side>.





⊘ NOTE

Back side settings are only valid when making two-sided copies/prints.

- 3 Use ① - ⑨ (numeric keys) to enter the shift position.
 - ☐ Select the shift direction.
 - ☐ Enter the shift value.
 - ☐ Press [OK].

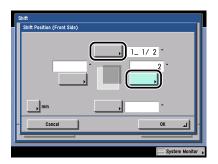


To change a value you entered, select the shift direction → enter the correct value using

-

(numeric keys).

- Example: To move the original image in a diagonal direction:
 - ☐ Press the top [☐].
 - ☐ Enter the shift value.
 - ☐ Press the right [☐].
 - ☐ Enter the shift value.



4 Press [OK].

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Shift].
- **2** Press [Settings] under <Front Side> or <Back Side>.

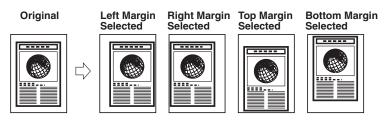


Back side settings are only valid when making two-sided copies/prints.

3 Specify the Shift settings in accordance with steps 3 and 4 of "Copying," on p. 4-36.

Margin Mode

This mode enables you to make copies or prints with the entire original image shifted by a designated width to the left, right, top, or bottom in order to create a margin on the copies. Use this mode to make copies or prints ready for placement in ring binders.





- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- The Margin mode shifts the entire original image by the designated width. Therefore, an
 original whose image extends all the way to the edges of the sheet may be partially cut
 off on the copy.



You can choose to only create a margin on the back side of a copy. Therefore, originals that already have a margin can be copied in the 1▶2-Sided mode or 2▶1-Sided mode.

- **1** Place your originals → press [Special Features] → [Margin].
- 2 Select the desired margin type.



- 3 Select [Front Side] or [Back Side] → press [-] or [+] to set the margin width → press [OK].
- (IMPORTANT
 - If you are using the Margin and 2-Sided modes together and copying an original that already has margins, follow the instructions below:
 - 1 ▶2-Sided: Set the margin for the back only.
 - 2 ▶2-Sided: You do not need to set a margin. Proceed to make copies in the usual way.
 - 2 ▶1-Sided: Set the margin for the back only.
 - If you are using the Margin and 2-Sided modes together and copying an original that does not have a margin, follow the instructions below:
 - 1 ▶2-Sided: Set the margin for both the front and back.
 - 2 ▶2-Sided: Set the margin for both the front and back.
 - 2 ▶1-Sided: Set the margin for both the front and back.



If you enter a value other than 0, you can switch between positive and negative margin width by pressing $[\pm]$.

Example: $(+)10 \rightarrow [\pm] \rightarrow -10$ -50 $\rightarrow [\pm] \rightarrow (+)50$

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Margin].
- Specify the Margin settings in accordance with steps 2 and 3 of "Copying," on p. 4-39.
- (IMPORTANT
 - If you are using the Margin and 2-Sided Printing modes together and printing a document that already has a margin, set the Margin mode for the back.
 - If you are using the Margin and 2-Sided Printing modes together and printing a document that does not have a margin, set the Margin mode for both the front and back.

Frame Erase

This mode enables you to erase shadows and lines that appear when copying (scanning) various types of originals. There are three types of the Frame Erase mode: Original Frame Erase, Book Frame Erase, and Binding Erase.

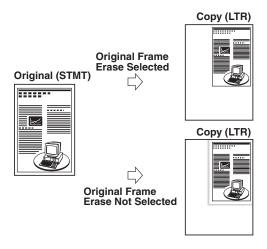


IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.

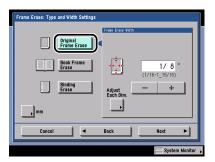
Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy (scanned image) if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy (recorded page).



Copying

- 1 Place your originals → press [Special Features] → [Frame Erase].
- Press [Original Frame Erase].



- 3 Press [-] or [+] to set the frame erase width.
 - If you want to set the same width for all four borders:
 - \square Press [-] or [+] to set the frame erase width \rightarrow press [Next].
 - If you want to set the top, left, right, and bottom widths independently:
 - ☐ Press [Adjust Each Dim.].
 - □ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [Next].

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

- **4** Select the original size → press [OK].
- (IMPORTANT

You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.



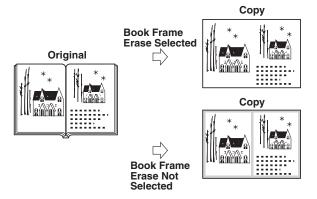
To select an A or B series paper size, press [A/B-size].

Mail Box (Scan)

- 1 Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Frame Erase].
- 2 Specify the Frame Erase settings in accordance with steps 2 to 4 of "Copying," on p. 4-42.

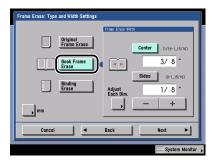
Book Frame Erase

This mode erases the dark border, as well as center and contour lines that appear if you are copying (scanning) facing pages in a book or bound original onto a single sheet of paper (recorded page).



Copying

- 1 Place your original on the platen glass → press [Special Features] → [Frame Erase].
- Press [Book Frame Erase].



- **3** Press [-] or [+] to set the frame erase widths.
 - If you want to set the same width for all four borders:
 - □ Press [Center] and [Sides] → press [-] or [+] to set their respective frame erase widths → press [Next].
 - If you want to set the top, left, center, right, and bottom widths independently:
 - ☐ Press [Adjust Each Dim.].
 - \Box Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [Next].

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

- 4 Select the size of the bound original when it is open → press [OK].
- IMPORTANT

You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.



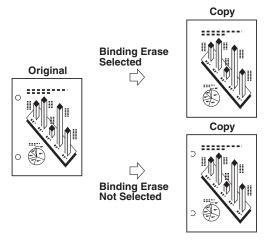
To select an A or B series paper size, press [A/B-size].

Mail Box (Scan)

- Select the desired User Inbox number → place your original on the platen glass → press [Scan] → [Special Features] → [Frame Erase].
- 2 Specify the Frame Erase settings in accordance with steps 2 to 4 of "Copying," on p. 4-44.

Binding Erase

This mode erases the shadows that appear on copies (scanned image) from binding holes on originals.

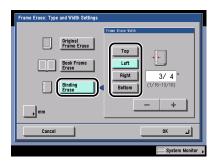


IMPORTANT

- Make sure you place your original on the platen glass. Do not place originals with binding holes in the feeder, as this may damage the originals.
- When using the Binding Erase mode, the borders you do not select are also erased by 1/8" (4 mm).

Copying

- Place your originals on the platen glass → press [Special Features] → [Frame Erase].
- Press [Binding Erase] → select the border where the binding holes are located.



The border is where the binding holes are located on the original, if you visualize the original as being face up.

3 Press [-] or [+] to set the frame erase width \rightarrow press [OK].

Mail Box (Scan)

- Select the desired User Inbox number → place your original on the platen glass → press [Scan] → [Special Features] → [Frame Erase].
- 2 Specify the Frame Erase settings in accordance with steps 2 and 3 of "Copying," on p. 4-46.

Job Done Notice

This mode enables you to set the machine to notify you through e-mail when the current copy job is done. This is especially useful when you are waiting in line for a large copy job to complete.



To be able to set the Job Done Notice mode, you must first store your e-mail address in the Address Book. (See Chapter 10, "Storing/Editing Address Book Settings," in the Sending and Facsimile Guide.)



The Job Done Notice is available for the Copying function only.

- 1 Place your originals → press [Special Features] → [Job Done Notice].
- 2 Select the destination of the job done notice → press [OK].



If you select a destination that is stored with an access number, press [Access Number] and then enter the access number using ① - ③ (numeric keys). If you press [No Access Number], the destinations that are not managed with an access number are displayed.



- For instructions on selecting a destination, see Chapter 2, "Basic Sending Methods," in the Sending and Facsimile Guide.
- You cannot select multiple destinations at one time.
- Once copying is complete, a job done notice is sent to the selected destination.
- To display the [Access Number] key, set Access Number Management to 'On'. To access the Access Number Management setting, press (additional Functions) → [System Settings] → [Restrict the Send Function] → [Access Number Management]. (See Chapter 11, "System Manager Settings, in the Sending and Facsimile Guide.)

Different Size Originals

This mode enables you to copy (scan) different size originals with the same widths (11" x 17" and LTR, or LTRR and STMT, etc.) or different widths (11" x 17" and LGL, or LTR and LGL, etc.), together as one group by setting them in the feeder.



IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths.
- Set different size originals with different widths in the following combinations. Other combinations may damage the originals.
 - 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths in the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than
- Stapling cannot be performed if you place originals with different widths.
- When storing a document in an inbox, if Document Size Select is set to anything but 'Auto', all of the originals are scanned in the specified size. If you want to scan the originals in their original sizes, make sure to set Document Size Select to 'Auto'.



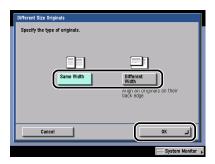
∧ NOTE

When copying, if the Different Size Originals mode is used with the 1▶2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes if the originals for the front and back sides of a two-sided copy are different in size.

4

Copying

- Place your originals → press [Special Features] → [Different Size Originals].
- 2 Select the type of originals → press [OK].



If you are placing originals with the same width, press [Same Width].

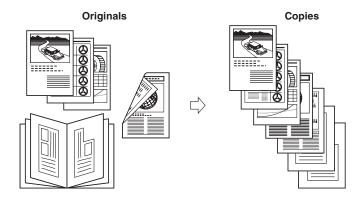
If you are placing originals with different widths, press [Different Width].

Mail Box (Scan)

- Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Different Size Originals].
- 2 Specify the Different Size Originals settings in accordance with step 2 of "Copying," on p. 4-50.

Job Build

This mode enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. When copying, the originals are printed as one document after all of the batches have been scanned. When storing a document in an inbox, the originals are stored as one document after all of the batches have been scanned.



IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy/scan settings beforehand, according to the type of originals or the desired result.
- If you place your originals in the feeder, remove the originals from the original output area when the scanning of each batch is complete.
- When copying, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, 2-Sided Original mode, original type, copy exposure, color mode, and copy ratio. However, if you specify the Image Combination mode together with the Job Build mode, you cannot change the copy exposure, original type, color mode, and copy ratio.
- When storing a document in an inbox, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the 2-sided Original mode, original type, scan exposure, color mode. However, you cannot change the original type, scan exposure, and color mode, while the machine is scanning originals in the Image Combination mode.
- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.



- If you place different size originals in the feeder, set the Different Size Originals mode. (See "Different Size Originals," on p. 4-49.)
- It is useful to store originals in an inbox first, and print them later using the Merge Documents mode if you cannot prepare the originals at one time, or if you want to specify different settings for each original. (See "Merging Documents," on p. 3-61.)
- When copying, if you want to copy one-sided and two-sided originals as two-sided copies, divide the originals into one-sided and two-sided batches. For example, if the first batch of originals to be copied consists of two-sided originals, set the 2-Sided Original mode accordingly. Thereafter, you have to manually set or cancel the 2-Sided Original mode for each batch of originals that you scan.
- When storing a document in an inbox, if you want to scan one-sided and two-sided originals and store them as two-sided documents, divide the originals into one-sided and two-sided batches. For example, if the first batch consists of two-sided originals, set the 2-Sided Original mode. Thereafter, you have to manually set or cancel the 2-Sided Original mode for each batch of originals that you scan.

- Place your originals → press [Special Features] → [Job Build].
- Press ((Start).

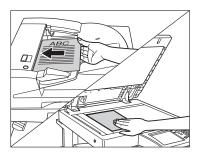


∧ NOTE

To cancel scanning, press [Cancel] or \bigcirc (Stop).

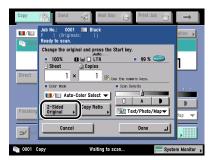
When scanning is complete, place your next batch of originals → press () (Start).

If you want to change the scan settings, change them before pressing (Start).



If the original is two-sided:

☐ Press [2-Sided Original].



 \square Select the type of two-sided original \rightarrow press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same

top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.

Do not forget to set or cancel the 2-Sided Original mode, according to the type of originals you place next.

To cancel the 2-Sided Original mode, press [2-Sided Original] → [Cancel].

Repeat this step as necessary.

4 After the last batch of originals is scanned, press [Done].

Mail Box (Scan)

- 1 Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Job Build].
- 2 Specify the Job Build settings in accordance with steps 2 to 4 of "Copying," on p. 4-52.

Scan Image Check

This enables you to confirm scanned images page by page while copying them when you scan originals in succession on the platen glass. This is useful to prevent miscopying resulting from misscanning.



IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- When 1▶2-Sided is set, two-sided copying is not performed and the machine copies each original at a time.
- The originals must be set on the platen glass. You cannot copy using Scan Image Check mode with the originals set in the feeder.



NOTE

The Scan Image Check is available for the Copying function only.

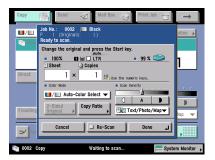
- Place your originals on the platen glass → press [Special Features] → [Scan Image Check].
- Press () (Start).



∧ NOTE

To cancel scanning, press [Cancel] or press (Stop).

3 Confirm the contents of the printout \rightarrow scan the next original.



To rescan the image immediately after an original has scanned, replace the original \rightarrow select [Re-Scan] \rightarrow press \bigcirc (Start).

If you want to change the copy settings, make the changes before pressing \odot (Start).

- You can adjust the exposure and the image quality. (See "Exposure and Original Type Settings," on p. 3-2.)
- You can change the number of copy sets. (See "Flow of Copy Operations," on p. 1-6.)
- You can change the copy ratio. (See "Changing the Copy (Zoom) Ratio," on p. 3-9.)
- You can change the color mode. (See "Changing Color Modes," on p. 3-56.)
- 4 After all originals are scanned, press [Done].

Using Image Creation Modes

The Image Creation modes enable you to rearrange the images of originals for the effect that you want. There are four types of Image Creation modes: Nega/Posi, Image Repeat, Mirror Image, and Area Designation modes.



IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.

Inverting Images (Nega/Posi)

This mode enables you to make copies of, or scan and record the original image by inverting the hues and gradations.

Original



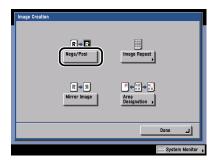




Copying

Place your originals → press [Special Features] → [Image Creation].

Press [Nega/Posi].



Mail Box (Scan)

Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Nega/Posi].

Image Repeat

This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction.

The following two settings are available for the Image Repeat mode.



IMPORTANT

- To use Area Designation (Framing) with the Image Repeat mode, first specify the Image Repeat mode, and then designate the desired area. Only one area can be designated.
- Even if the color mode is set to 'Auto-Color Select', and the number of times the image to be repeated is set to too many or the designated area is too small, the color original may be scanned in the Black mode.



- The Image Repeat mode is available for the Copying function only.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.

■ Automatic Setting

The original image is copied so that the maximum possible number of repeats fit onto the selected paper size.

Original Copy

CITY

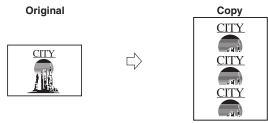
CITY

CITY

CITY

■ Manual Setting

The original image is copied the specified number of times.



Example: If '3 times' is specified, images overlap when copied.

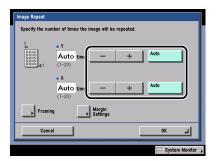
1 Place your originals → press [Special Features] → [Image Creation].

If you are designating the area to repeat using the edit pen, place the original on the platen glass.

To copy multiple originals using the same designated area, remove the original from the platen glass after specifying the area (after completing step 5), and then place all of the originals in the feeder.

Press [Image Repeat].

3 Set the number of times that you want the image to repeat for both the vertical and horizontal directions.



- If you want to set the number of repeats automatically:
 - ☐ Press [Auto].

If [Auto] is already selected, this step is not necessary.

- If you want to set the number of repeats manually:
 - ☐ Press [-] or [+] to set the number of times that you want the image to repeat.
- IMPORTANT

The repeated images may overlap or have gaps between them, depending on the number of repeats that you set.

4 If you want only a designated area on the original to be repeated, press [Framing].

If you are not designating an area to repeat, proceed to step 6.

5 Designate the area.



If you designate an area using the edit pen, the output image may not reflect the designated area precisely. To designate an area precisely, entering values by using the numeric keys is recommended.

- Using the edit pen:
 - ☐ Press [Pen Entry].
 - ☐ Press [Start Scan].
- (IMPORTANT

Check that the original is placed on the platen glass.

☐ Designate the area using the edit pen.

Mark the two opposing points with the edit pen.



∧ NOTE

- To clear the first point entered, press [Erase Point]. (Once an area is designated, [Erase Point] changes to [Clear Area].)
- To clear a designated area, press [Clear Area].
- To zoom in on any area on the original, press the ratio drop-down list → select an enlargement ratio \rightarrow press [\blacktriangleleft], [\blacktriangleright], (\blacktriangle], or [\blacktriangledown] to specify the area to display.
- To check the designated area, press [Preview].
- To modify a designated area that was specified by using the edit pen, press [Area Fine Adj.] \rightarrow [Point select] \rightarrow select the point that you want to modify \rightarrow press [\blacktriangleleft]. [+], [+], or [+] to move the point \rightarrow press [Done] \rightarrow [Preview] to check the modified area.
- ☐ Press [OK].

Using the numeric keys:

☐ Press [Numeric Key Entry].



IMPORTANT

- Before performing the next step, you must manually measure the size and position of the area that you want to designate on the original.
- When you measure the XY values, always start measuring from the image out to the right side edge of the original, and up to the top of the original. These measurements tell the machine the desired framed area's size and position.
- \square Press [X1], [X2], [Y1], and [Y2] \rightarrow use \bigcirc \bigcirc (numeric keys) to specify the respective measurements → press [OK].
 - [X1]: The distance of the area's right border to the original's right edge.
 - [X2]: The distance of the area's left border to the original's right edge.
 - [Y1]: The distance of the area's top border to the original's top edge.
 - [Y2]: The distance of the area's bottom border to the original's top edge.



∧ NOTE

- To change a value you entered, press [X1], [X2], [Y1], or [Y2] → enter the correct value using @ - @ (numeric keys).
- To check the designated area, press [Check Area].
- To clear all your entries, press [Clear Area].

To specify the amount of the space between repeated images, press [Margin Settings].

If you do not specify [Margin Settings], proceed to step 8.

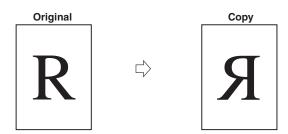
- 7 Specify the amount of space between repeated images using [-] and [+].
 - If you want to set the same amount of space for all four sides:
 - \square Press [-] or [+] to set the amount of space \rightarrow press [OK].
 - If you want to set the top, left, right, and bottom spaces independently:
 - ☐ Press [Independent Adjustment].
 - □ Select the space to adjust → press [-] or [+] to set its size → press [OK].
 To return to the screen for setting the same amount of space for all four sides, press [Uniform Margin].

8 Press [OK].

If you need to designate the same area for multiple originals using the edit pen, remove the original from the platen glass after specifying the area \rightarrow place all of the originals in the feeder \rightarrow press \bigcirc (Start).

Mirror Image

This mode enables you to copy the original image reversed, as if it were a reflection in a mirror.





The Mirror Image mode is available for the Copying function only.

- Place your originals → press [Special Features] → [Image Creation].
- Press [Mirror Image].

Area Designation

This mode enables you to frame areas to scan/copy, or areas to blank out in the scanned image. You can designate up to four areas using the edit pen on the preview screen, or the numeric keys on the control panel. You can designate up to four different areas.



IMPORTANT

- To use Area Designation (Framing) with the Image Repeat mode, first specify the Image Repeat mode, and then designate the desired area. Only one area can be designated.
- The designated area is too small, the color original may be scanned in the Black mode even if the color mode is set to 'Auto-Color Select'.

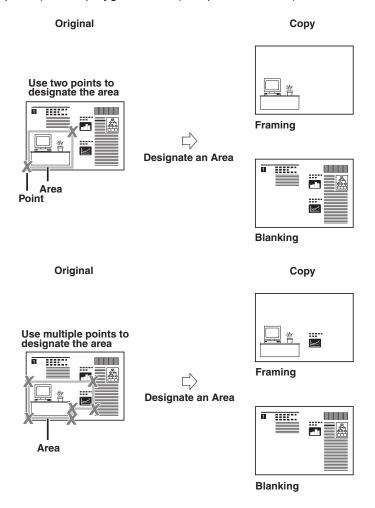


∧ NOTE

- You cannot use the Area Designation mode for images that have already been stored in an inbox. This mode is available only when you scan an image for the first time using the Mail Box function.
- You can use the numeric keys to modify areas designated with the edit pen.
- If you designate an area using the edit pen, the output image may not reflect the designated area precisely. To designate an area precisely, enter the values using the numeric keys.

Using the Edit Pen

You can use the edit pen to designate two different types of areas: a rectangular area (two points) and a polygonal area (four points or more).



IMPORTANT

- You can designate only one polygonal area at a time.
- You cannot designate a rectangular area and a polygonal area at the same time.
- You cannot copy or scan documents with the Area Designation mode if you place your originals in the feeder.

- 1 Place your originals on the platen glass → press [Special Features] → [Image Creation].
- **2** Press [Area Designation] → press [Pen Entry].
- 3 Press [Start Scan].
- IMPORTANT
 Confirm that the original is placed on the platen glass.
- 4 Designate the area using the edit pen.
- IMPORTANT

 You cannot designate a rectangular area and a polygonal area at the same time.

∅ NOTE

- To clear the last point entered, press [Erase Point]. (Once an area is designated, [Erase Point] changes to [Clear Area].)
- To clear a designated area, press [Clear Area].
- To zoom in on any area on the original, press the ratio drop-down list → select an enlargement ratio → press [◄], [▶], [▼], or [▲] to display the desired area.

• To designate a rectangular area with two points:

☐ Designate two opposing points with the edit pen.



You can designate up to four different areas.

To designate an area with multiple points:

- \square Press [Multi-point] \rightarrow specify the area with the edit pen.
- ☐ After designating the last point, press [Fix Multipoints].



You can designate up to 10 points.

IMPORTANT

- If you select [Multi-point], only one area can be designated at a time.

5 Select [Framing] or [Blanking].

Details of each item are shown below.

[Framing]: Copy only the contents of the designated area while discarding

the rest of the original.

[Blanking]: Copy the original by blanking out the contents of the designated

area.

If you want to use different settings for different areas, select the area by pressing the appropriate area key → select [Framing] or [Blanking].

6 Press [Preview] → check the designated area → press [Done].



🥟 NOTE

- If the designated area is rectangular, and you want to continue designating other areas, repeat steps 4 to 6. Areas that have already been designated are displayed with the new area.
- To modify a designated area that was specified using the edit pen, press [Area Fine Adj.] → [Point select] until the screen displays the desired point that you want to modify → press [♣♣], [♣♣], [♣♣], or [♣♣] to move the point → press [Done] → [Preview] to check the modified area.

Press [Next] → select [Shift center] or [Do not shift center].

If only [Blanking] is selected, this step is unnecessary. Skip to step 8.



- If the Center Shift mode is already specified beforehand, the Center Shift Settings screen does not appear.
- The Center Shift settings specified within the Area Designation mode are deleted when the area settings are canceled.

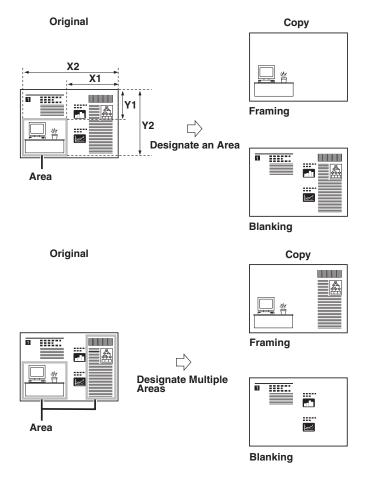
8 Press [OK].

If you need to designate the same area for multiple originals, remove the original from the platen glass \rightarrow place all of the originals in the feeder \rightarrow press \bigcirc (Start).

■ Mail Box (Scan)

- Select the desired User Inbox number → place your original on the platen glass → press [Scan] → [Special Features] → [Area **Designation**] → [Pen Entry].
- Specify the Area Designation settings in accordance with steps 3 to 8 of "Copying," on p. 4-64.

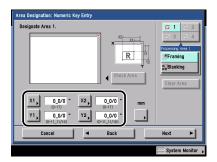
Using the Numeric Keys





For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the Reference Guide.

- Place your originals → press [Special Features] → [Image Creation].
- Press [Area Designation] → [Numeric Key Entry].
- IMPORTANT
 - Before performing the next step, you must manually measure the size and position of the area that you want to designate on the original.
 - When you measure the XY values, always start measuring from the image out to the right side edge of the original, and up to the top of the original. These measurements tell the machine the desired framed area's size and position.
- Press [X1], [X2], [Y1], and [Y2] \rightarrow use \bigcirc \bigcirc (numeric keys) to specify the respective measurements.



- [X1]: The distance of the area's right border to the original's right edge.
- [X2]: The distance of the area's left border to the original's right edge.
- [Y1]: The distance of the area's top border to the original's top edge.
- [Y2]: The distance of the area's bottom border to the original's top edge.

You can designate up to four areas.



∧ NOTE

- To change a value you entered, press [X1], [X2], [Y1], or [Y2] → enter the correct value using (0) - (9) (numeric keys).
- To check the designated area, press [Check Area].

4 Select [Framing] or [Blanking].

Details of each item are shown below.

[Framing]: Copy only the contents of the designated area while discarding the

rest of the original.

[Blanking]: Copy the original by blanking out the contents of the designated

area.

NOTE

- To continue designating other areas, press an area key → repeat step 3.
- To redesignate an area, select the area by pressing the appropriate area key.
- To clear a designated area, select the area by pressing the appropriate area key → press [Clear Area].
- If you want to use different settings for different areas, select the area by pressing the appropriate area key → select [Framing] or [Blanking].

5 Press [Next] → select [Shift center] or [Do not shift center].

If only [Blanking] is selected, this step is unnecessary. Skip to step 6.



NOTE

- If the Center Shift mode is already specified beforehand, the Center Shift Settings screen does not appear.
- Center Shift settings specified within the Area Designation mode are deleted when the area settings are canceled.

6 Press [OK].

■ Mail Box (Scan)

- Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Area Designation] → [Numeric Key Entry].
- 2 Specify the Area Designation settings in accordance with steps 3 to 6 of "Copying," on p. 4-68.

Adjusting the Image

You can make fine adjustment to the image quality on copies. There are three modes to adjust image quality: the Image Quality Adjustment mode, Color Balance mode, and One Touch Color mode.



IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart." on p. 9-6.

Image Quality Adjustment

You can copy/scan the original by erasing the background color or prevent the original image on the reverse side of thin originals from appearing on the copies.



IMPORTANT

- If [A] (Auto) is selected as the scan/copy exposure on the Scan screen or the Copy Basic Features screen, pressing [Image Qual. Adjustment] and making fine adjustments cancels the automatic copy/scan exposure setting. Similarly, if you select [A] (Auto) for the scan/copy exposure setting when image quality adjustments have been made, the Image Quality Adjustment mode is canceled and the automatic exposure is used instead.
- To automatically adjust the quality of the background, select [A] (Auto) for the scan/copy exposure. (See "Automatic Exposure Adjustment," on p. 3-5.)

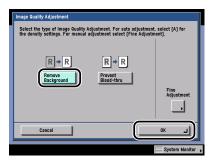
Remove Background

This mode enables you to scan or make copies by erasing the background color of the original. This feature is especially useful for scanning/copying originals, such as catalogues and paper, that have turned yellow from age.

■ Copying

- Place your originals → press [Special Features] → [Image Adjustment].
- Press [Image Qual. Adjustment].

3 Press [Remove Background] → [OK].



If the background color remains, or if you want to make the background color darker when the original is scanned in the Remove Background mode, make fine adjustments to the density of the background color.

If you want to make fine adjustments to the density of the background color, press [Fine Adjustment] \rightarrow press [-] or [+] to specify the amount of each color that you want to remove \rightarrow press [OK].

For example, if the background color (yellow) of the original remains, press [-] next to <Yellow> to adjust the density.

Adjusting Yellow automatically adjusts the levels of Red and Green to the same level as Yellow. However, Adjusting the levels of Red or Green sets Yellow back to its default level.



NOTE

- Pressing [-] or [+] adjusts the density of each color. Press [-] to make the color lighter, or press [+] to make the color darker.
- If you make fine adjustments to the density, the automatic copy exposure setting is canceled, and the original is scanned according to the Fine Adjustment settings.

■ Mail Box (Scan)

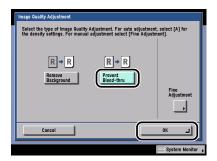
- Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Image Qual. Adjustment]
- 2 Specify the Image Quality Adjustment settings in accordance with step 3 of "Copying," on p. 4-70.

Prevent Bleeding

This mode enables you to prevent the original image on the reverse side of thin originals from appearing on the recorded pages or the copies.

■ Copying

- 1 Place your originals → press [Special Features] → [Image Adjustment].
- Press [Image Qual. Adjustment].
- **3** Press [Prevent Bleed-thru] → [OK].



If you want to make fine adjustments to the density, press [Fine Adjustment] \rightarrow press [-] or [+] to specify the amount of bleeding that you want to prevent \rightarrow press [OK].

Details of each item are shown below.

- [-]: This setting prevents dark areas on the reverse side of the original from appearing on the recorded pages or the copies, but light areas on the front side may not be scanned/copied either.
- [+]: This setting may not be able to completely prevent dark areas on the reverse side of the original from appearing on the recorded pages or the copies, but light areas on the front side of the original are always scanned/copied.



If you make fine adjustments to the density, the automatic copy exposure setting is canceled, and the original is scanned according to the Fine Adjustment settings.

■ Mail Box (Scan)

- Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Image Qual. Adjustment].
- 2 Specify the Image Quality Adjustment settings in accordance with step 3 of "Copying." on p. 4-72.

Adjusting the Color

You can make fine adjustments to the color by varying the relative strength and density of yellow, magenta, cyan, and black. The color adjustments that you make can be stored and recalled for future use. (See "Color Balance," on p. 9-2.)

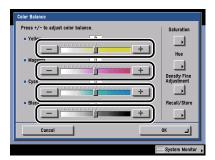
IMPORTANT

You cannot adjust the color when you select to print a CMYK format document stored in an inbox.

Adjusting the Color Balance

- **■** Copying
 - 1 Place your originals → press [Special Features] → [Image Adjustment].
 - Press [Color Balance].

Press [-] or [+] to adjust the strength of each color.

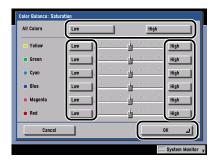


You can also press [Recall/Store] to recall and change the previously stored color balance settings. (See "Recalling Color Balance Settings," on p. 4-79.)

Specify Saturation, Hue, and Density.

• If [Saturation] is selected:

☐ Press [Low] or [High] to adjust the saturation level of the selected color or all the colors \rightarrow press [OK].



• If [Hue] is selected:

 \square Adjust the hue level of the selected color or all the colors \rightarrow press [OK].

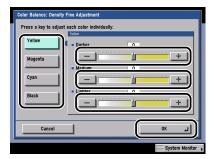


To adjust the hue level of all the colors, press [Counter-Clockwise] or [Clockwise].

To adjust the hue level of each color, press [More Red], [More Green], [More Yellow], [More Cyan], [More Blue], or [More Magenta] for each color.

• If [Density Fine Adjustment] is selected:

□ Select the color that you want to adjust → press [-] or [+] to adjust the density level for the darker (high), medium, and lighter (low) density areas → press [OK].



5 Press [OK].

■ Mail Box (Print)

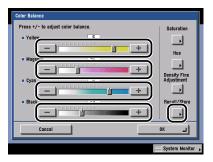
- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Color Balance].
- 2 Specify the Color Balance settings in accordance with steps 3 to 5 of "Copying," on p. 4-73.

Storing Color Balance Settings

You can store color balance settings and then recall them for future use. Up to four different settings can be stored.

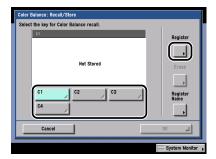
■ Copying

- **1** Press [Special Features] → [Image Adjustment].
- Press [Color Balance].
- 3 Specify the color balance, saturation, hue, and density settings that you want to store → press [Recall/Store].



For instructions on adjusting the color balance, see "Adjusting the Color," on p. 4-73.

4 Select a key ([C1] to [C4]) for storing the color balance settings → press [Register].



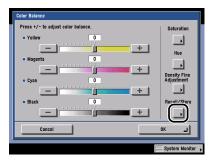


- Keys that already have settings stored in them are displayed with a colored triangle
 () in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If you select a key without settings:
 - ☐ A screen appears, asking for your confirmation to store the settings. Press [Yes].
- If you select a key that already has settings stored in it:
 - ☐ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].
- **5** Press [Cancel] → [Cancel].
- Mail Box (Print)
 - Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Color Balance].
 - 2 Store the Color Balance Settings in accordance with steps 3 to 5 of "Copying," on p. 4-76.

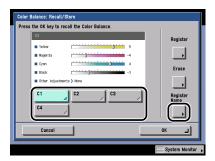
Naming a Color Balance Key

■ Copying

- Press [Special Features] → [Image Adjustment].
- Press [Color Balance].
- 3 Press [Recall/Store].



Select a key ([C1] to [C4]) to name → press [Register Name].





- Keys that already have settings stored in them are displayed with a colored triangle (in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.

Enter a name → press [OK].



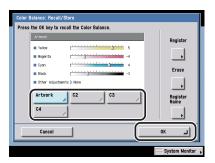
If you press [OK] without entering any characters, the key name reverts to its current name (default C1 to C4).

- Press [Cancel] → [OK].
- Mail Box (Print)
 - Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Color Balance].
 - Name a Color Balance Setting key in accordance with steps 3 to 6 of "Copying," on p. 4-78.

Recalling Color Balance Settings

- Copying
 - Press [Special Features] → [Image Adjustment].
 - Press [Color Balance].
 - Press [Recall/Store].

Select the key containing the color balance settings that you want to recall \rightarrow verify the settings \rightarrow press [OK].



If you select a key that does not have color balance settings stored in it, [OK] is grayed out and cannot be pressed. You can select another key that has color balance settings stored in it, or press [Cancel].



∧ NOTE

- Recalling color balance settings from memory cancels the current color balance settings.
- You can make changes to the recalled color balance settings.
- If you press another key, the color balance settings stored in that key are recalled.
- Press [OK].

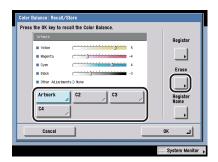
■ Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Color Balance].
- Recall the Color Balance Settings in accordance with steps 3 to 5 of "Copying," on p. 4-79.

Erasing Color Balance Settings

■ Copying

- **1** Press [Special Features] → [Image Adjustment].
- Press [Color Balance].
- 3 Press [Recall/Store].
- 4 Select the key containing the color balance settings that you want to erase → press [Erase].



IMPORTANT

Make sure to check the settings first before erasing them.



- Keys that already have settings stored in them are displayed with a colored triangle
 in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- **5** Press [Yes].



Key names are not erased. For instructions on changing a key name, see "Naming a Color Balance Key," on p. 4-78.

6 Press [Cancel] → [OK].

■ Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Color Balance].
- Erase the Color Balance Settings in accordance with steps 3 to 6 of "Copying," on p. 4-81.

One Touch Color Mode

You can make copies or prints by selecting the look of the image with just one touch of a key. The following six options are available. (See "One Touch Color," on p. 9-3.)

IMPORTANT

- One Touch Color mode settings are actually preset color balance settings. Therefore, if you change the One Touch Color mode settings, any color balance settings that you may have made are also changed.
- You cannot set the Retro Photo Image mode to documents in an inbox that have been received from a computer. If you press [Start Printing] with the Retro Photo Image mode set, a message prompting you to reset the settings appears on the screen.
- You cannot specify One Touch Color mode settings when you print a CMYK format document stored in an inbox.

■ Vivid Colors

This setting enables you to make copies with more vivid color tones and increased color saturation.



NOTE

The One Touch Color mode (Vivid Colors) is available for the Copying function only.

■ Tranguil Colors

This setting enables you to make copies with subdued color tones and decreased color saturation.



∧ NOTE

The One Touch Color mode (Tranquil Colors) is available for the Copying function only.

■ Lighten Image

This setting enables you to make copies or print with lighter color tones by decreasing the density, while maintaining a good balance throughout.

■ Darken Image

This setting enables you to make copies or prints with heavier color tones by increasing the density, while maintaining a good balance throughout.

■ Highlight Reproduction

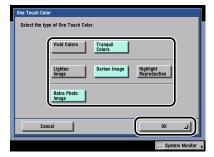
This setting enables you to make copies or print by reproducing the highlighted areas that normally tend to appear as white more faithfully. This is achieved by increasing the exposure of areas that have a low exposure.

■ Retro Photo Image

This setting enables you to make copies or prints that look like old-fashioned photographs.

Copying

- Place your originals → press [Special Features] → [Image Adjustment].
- **2** Press [One Touch Color].
- 3 Select the desired One Touch Color feature → press [OK].



You can combine different One Touch Color features, but the following cannot be selected together:

- [Vivid Colors] and [Tranquil Colors]
- [Lighten Image] and [Darken Image] and [Highlight Reproduction]



If you select [Retro Photo Image], [Single Color] is displayed on the Copy Basic Features screen.

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [One Touch Color].
- Specify the One Touch Color mode settings in accordance with step 3 of "Copying," on p. 4-83.

Adjusting the Contrast (Sharpness)

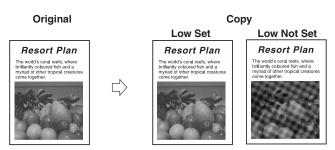
This mode enables you to scan and record, or make copies of the originals with a sharper or softer contrast. To reproduce text or lines with a sharper contrast, use [High] as the setting. To scan/copy originals containing printed photographs or other halftones with a softer contrast, use [Low] as the setting.

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.

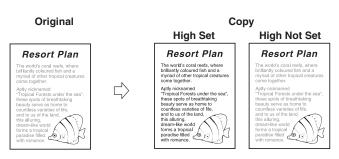
■ Low

If you make copies, or scan an original containing halftones, such as a printed photograph, using the Printed Image mode, the moiré effect (a shimmering, wavy pattern) may occur. However, you can lessen this moiré effect by using [Low] as the setting to produce a clearer copy (image).



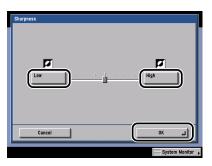
■ High

This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited to scanning and copying blueprints and faint pencil drawn images.



Copying

- Place your originals → press [Special Features] → [Sharpness].
- **2** Press [Low] or [High] to adjust the sharpness → press [OK].



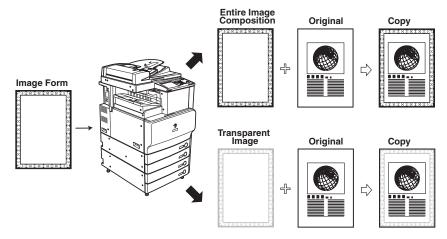
To copy text or lines clearly, the setting should be towards [High]. To copy originals containing printed photographs or other halftones, the setting should be towards [Low].

Mail Box (Scan)

- 1 Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Sharpness].
- 2 Specify the Sharpness settings in accordance with step 2 of "Copying," on p. 4-86.

Composing Images

The Form Composition mode enables you to superimpose a previously scanned image which has been stored in the memory of the machine (image form) on the output.



(IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- To use the Form Composition mode, the image form must be stored in the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- Form composition can be used with other copy modes to process images. However, copy
 modes other than the Shift mode can only be used for copying images, and not for stored
 image forms.
- Up to 100 image forms can be stored. However, this number varies depending on the free space of the hard disk.
- For the Mail Box function, the Form Composition mode cannot be used with documents including images with resolution of less than 600 x 600 dpi.
- Printing performance may not be optimal in the Form Composition mode, depending on the selected document and image form.
- The exposure of CMYK format images for Form Composition may become lighter when copying or printing with the Form Composition mode.

- Place your originals \rightarrow press [Special Features] \rightarrow [Form Composition].
- Press [Settings] for the side you want to superimpose.

To superimpose a different image on both sides of a sheet, it is necessary to set the 2-Sided mode.

To superimpose the same image on both sides of the sheet, specify the settings for the front side → press [Same as Front Side].

Select the image form to be superimposed over the original → press [Next].

To check images stored as forms, press [Check Print] to print a sample of the

Image forms stored in the RGB color format are indicated with a 🔲 icon. Image forms stored in the CMYK color format are indicated with a 🖫 icon. (Color image forms are indicated with a color icon.)

Press [Details] to display the detailed information of the image form.

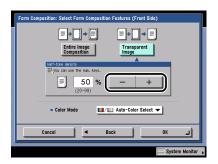
- If [Check Print] is selected:
 - □ Select the paper size → press [Start Print].

Press [Cancel] to cancel the check print.

Select the desired form composition type.

• If [Transparent Image] is selected:

☐ Press [-] or [+] to adjust the halftone density.



- 5 Press the color selection drop-down list → select [Auto-Color Select], [Black], or [Single Color] → press [OK].
 - If [Single Color] is selected:
 - □ Select a color → press [OK].
- (IMPORTANT

If the color format of the selected image form is CMYK, only [Auto-Color Select] can be selected.



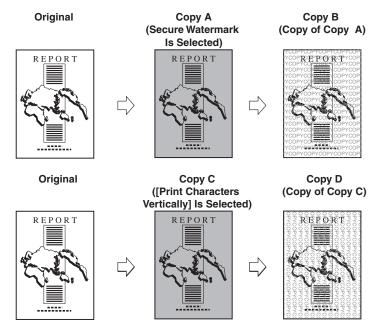
For copying, if [Use Auto-Color Select] in [Color Mode for Copy] in System Settings (from the Additional Functions screen) is set to 'Off', the Auto-Color Select mode is not displayed. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Form Composition].
- 2 Specify the Form Composition mode settings in accordance with steps 2 to 5 of "Copying," on p. 4-88.

Embedding Hidden Text in the Background

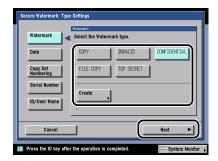
The Secure Watermark mode enables you to embed hidden text in the background of copies/prints. You can embed text such as "CONFIDENTIAL," the date and time, or a department name. The embedded text appears when the copies are copied.



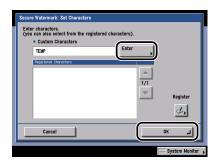


- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- You cannot change the copy/print exposure while copying/printing in the Secure Watermark mode.
- The embedded hidden text may not appear as specified even if the copy with the Secure Watermark mode applied is copied, depending on the copy machine.
- Printing performance may not be optimal in the Secure Watermark mode, depending on the selected document and combination of printing modes.
- The Secure Watermark mode is only available if the optional Secure Watermark is activated.

- Place your originals → press [Special Features] → press [Secure Watermark].
- 2 Select the type of secure watermark (Watermark, Date, Copy Set Numbering, Serial Number, ID/User Name).
 - If you select [Watermark]:
 - □ Select a preset watermark → press [Next].



- If you select [Watermark] → [Create]:
 - \square Press [Enter] \rightarrow enter the text \rightarrow press [OK] \rightarrow [OK].



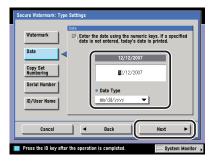
You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

(IMPORTANT

If you want to register your newly created secure watermark to be selected whenever necessary, press [Register] → enter the text to be registered.

• If you select [Date]:

□ Enter the date using ③ - ③ (numeric keys) → select the date format from the Date Type drop-down list → press [Next].

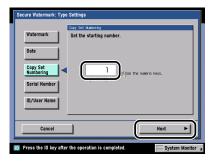


∧ NOTE

- There are six different date formats that you can select in the drop-down list.
- If you do not specify a date, the date set in Date and Time Settings in System Settings (from the Additional Functions screen) is printed. Confirm that the date and time settings are correct.

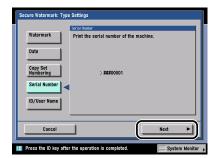
● If you select [Copy Set Numbering]:

□ Enter the starting number using \circledcirc - \circledcirc (numeric keys) \rightarrow press [Next].



● If you select [Serial Number]:

☐ Press [Next].

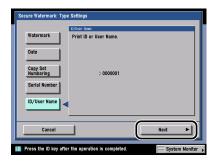




The Serial Number is the number which is displayed at the bottom left of the screen when you press \odot (Counter Check) on the control panel.

• If you select [ID/User Name]:

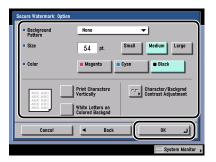
☐ Press [Next].





- The current ID or user name is displayed if you are using a login service.
- [ID/User Name] is grayed out and cannot be selected if you are not using a login service.

3 Select Background Pattern from the Background Pattern drop-down list → select the size and color of the text → press [OK].



To embed a pattern in the background of the output, select a background pattern from the Background Pattern drop-down list

You can select [Small] ('36 pt.'), [Medium] ('54 pt.'), or [Large] ('72 pt.') for the size of the text.

You can select [Magenta], [Cyan], or [Black] for the color of the text.

To change the orientation of characters, press [Print Characters Vertically].

To use white letters on a colored background, press [White Letters on Colored Backgnd].

To adjust the contrast of the embedded letters and the background pattern, press [Character/Backgrnd Contrast Adjustment]. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Secure Watermark].
- 2 Specify the Secure Watermark settings in accordance with steps 2 and 3 of "Copying," on p. 4-91.

Page and Copy Set Numbering

This mode enables you to print page numbers, copy set numbers, and user-defined text onto the output.



IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart." on p. 9-6.
- For the Mail Box function, the Pg/Copy Set Numbering mode cannot be used with documents whose resolution is less than 600 x 600 dpi.
- Printing performance may not be optimal in the Pg/Copy Set Numbering mode, depending on the selected document and combination of printing modes.

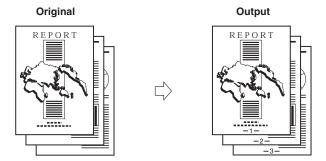


∧ NOTE

- If you select [Numbered Chapters] in combination with the Cover/Sheet Insertion (Sheet Insertion or Chapter Page) mode or the Cover/Job Separator mode (for the Mail Box function), the chapter numbers are counted as follows:
 - Copy: After each chapter page is inserted After each sheet insertion is inserted
 - Mail Box: After each chapter page is inserted After each sheet insertion or job separator sheet is inserted
- If the copy number has fewer than five digits, the machine copies it as follows:
 - Example: If the copy number is 10, "00010" is printed.
- If the Scan Image Check mode is used with the Copy Set Numbering mode, the number is copied as "XXXXX."
- If the Pg/Copy Set Numbering mode is used with the Cover/Sheet Insertion or Cover/Job Separator mode (for the Mail Box function), page numbers are not printed on the inserted pages.

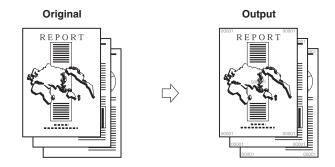
■ Page Numbering

Documents can be copied with page numbers (numbers only, numbers enclosed with hyphens, with chapter numbers, or with the total page number).



■ Copy Set Numbering

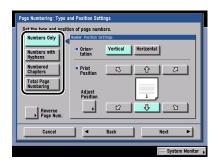
This mode enables you to copy or print a document with a five digit number in the background of each page.



Page Numbering

Copying

- 1 Place your originals → press [Special Features] → [Pg/Copy Set Numbering].
- Press [Page Numbering].
- 3 Select the type of numbering ([Numbers Only], [Numbers with Hyphens], [Numbered Chapters], or [Total Page Numbering]).



4 Select the orientation and the position of the page numbers → press [Next].

Orientation:

[Vertical]: Prints the page number vertically.

[Horizontal]: Prints the page number horizontally.



If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press \odot (Start).

• If you press [Reverse Page Num.]:

 \square Select the desired position of the page numbers \rightarrow press [Done].

If you press [Adjust Position]:

- \square Press [X] and [Y] \rightarrow press [-] or [+] to set their respective positions \rightarrow press [OK].
- Enter the page number to start numbering from using 0 9 (numeric keys) → press [Next].



If you want to insert chapter numbers along with page numbers, specify the starting chapter number on the left (1 to 9,999), and the starting page number on the right (1 to 9,999).

If you want to insert the total page number along with page numbers, specify to have the page numbers start on the left side (1 to 9,999), and the total page number starts on the right side (1 to 20,000). To set the total page number automatically, press [Auto].



If [Total Page Numbering] is used with the Booklet mode, the total number of pages are printed automatically.

• If you press [Inserted Sheets]:

Select whether to count the inserted sheets → press [Done].

[Number]: Counts the sheet insertions, chapter pages, job separator, or back cover that you inserted after the first page, but only prints chapter numbers and page numbers onto the main document pages.

[Do not number]: Does not count the sheet insertions, chapter pages, job separator, or back cover that you inserted after the first page, and only prints chapter numbers and page numbers onto the main document pages.

To specify the number of digits to be printed:

☐ Press [Number of Digits to Print] → specify the number of digits by pressing [-] or [+].



- The number of digits you can specify is '2' to '5'.
 - Example: If the page number is 10 and number of digits is 2, "10" is printed. If the page number is 10 and number of digits is 5, "00010" is printed.
- If the specified number of digits is less than the number of digits of the actual page number, the setting is invalid.

To add text:

- □ Press [Add Characters] → [Next].
- \square Press [Enter] \rightarrow enter the text \rightarrow press [OK] \rightarrow [Next].

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

- \square Set the position of the text \rightarrow press [Next].
- Set the size and color of the page numbers \rightarrow press [OK].

Select the size of the page numbers from [Small], [Medium], and [Large] ('10.5 pt.', '12.0 pt.', and '14.0 pt.').

You can select [Yellow], [Magenta], [Cyan], [Black], [Red], [Green], [Blue], or [White] for the color of the page numbers.

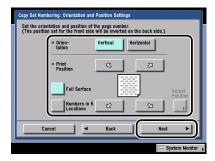
Mail Box (Print)

- Select the desired User Inbox number and the document to print \rightarrow press [Print] \rightarrow [Change Pr. Settings] \rightarrow [Special Features] → [Pg/Copy Set Numbering].
- Specify the Page Numbering settings in accordance with steps 2 to 6 of "Copying," on p. 4-97.

Copy Set Numbering

Copying

- Place your originals → press [Special Features] → [Pg/Copy Set Numbering].
- Press [Copy Set Numbering].
- Select the orientation and the position of the copy set numbers → press [Next].



Press [Full Surface] to print the copy set number repeatedly over the surface of the output.

Press [Numbers in 5 Locations] to select all five print positions.



∧ NOTE

- If Copy Set Numbering Option Settings in System Settings (from the Additional Functions screen) is set to 'On', [Full Surface] and [Numbers in 5 Locations] are grayed out and cannot be selected. (See Chapter 6, "System Manager Settings," in the Reference Guide.)
- If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press () (Start).
- If [Adjust Position] is selected:
 - \square Press [X] and [Y] \rightarrow press [-] or [+] to set their respective positions \rightarrow press [OK].

Enter the number to start numbering from → select the character size, density, and color → press [OK].

Select the size of the page numbers from [Small], [Medium], and [Large] ('12.0 pt.', '24.0 pt.', and '36.0 pt.').

Adjust the character density by pressing [Light] or [Dark].

You can select [Yellow], [Magenta], [Cyan], [Black], [Red], [Green], or [Blue] for the specified text.



If Copy Set Numbering Option Settings in System Settings (from the Additional Functions screen) is set to 'On', the size of the page numbers becomes [Small] '10.5 pt.', [Medium] '12.0 pt.', [Large] '14.0 pt.'. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Pg/Copy Set Numbering].
- Specify the Copy Set Numbering settings in accordance with steps 2 to 4 of "Copying," on p. 4-100.

Printing a Watermark and Date

This mode enables you to print a watermark, date, and user-defined text onto the output.



IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- For the Mail Box function, the Watermark/Print Date mode cannot be used with documents whose resolution is less than 600 x 600 dpi.
- Printing performance may not be optimal in the Watermark/Print Date mode, depending on the selected document and combination of printing modes.



∧ NOTE

- You can also adjust the position of watermark and date. (See Chapter 4, "Customizing Settings," in the Reference Guide.)
- If the Watermark/Print Date mode is used with the Cover/Sheet Insertion mode or the Cover/Job Separator mode (for the Mail Box function), the watermark/date will not be printed on the inserted pages.

■ Watermark

Prints watermark or user-defined text onto the output.







■ Print Date

Prints the date onto the output.







Watermark Printing

Copying

- 1 Place your originals → press [Special Features] → [Watermark/Print Date].
- **2** Press [Watermark].
- **3** Set the watermark orientation and position → press [Next].



Orientation:

[Vertical]: Prints the watermark vertically.

[Horizontal]: Prints the watermark horizontally.



If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ① (Start).

- If [Reverse Page Num.] is selected:
 - \square Select the desired position of the page numbers \rightarrow press [Done].
- If [Print Type] is selected:
 - □ Select [All Pages] or [Print on Top Page Only] → press [Done].
- If [Adjust Position] is selected:
 - \square Press [X] and [Y] \rightarrow press [-] or [+] to set their respective positions \rightarrow press [OK].
- Select the desired preset watermark → press [Next].
 - If [Create] is selected:
 - □ Press [Enter] → enter the text → press [OK].

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

Specify the text size, print type, and color \rightarrow press [OK].

Select the size of the watermark from [Small], [Medium], and [Large] ('36.0 pt.', '54.0 pt.', and '72.0 pt.').

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

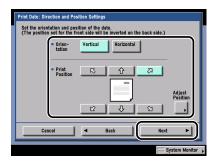
You can select [Yellow], [Magenta], [Cyan], [Black], [Red], [Green], or [Blue] for the specified text.

Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Watermark/Print Date].
- Specify the Watermark settings in accordance with steps 2 to 5 of "Copying," on p. 4-103.

Copying

- 1 Place your originals → press [Special Features] → [Watermark/Print Date].
- **2** Press [Print Date].
- **3** Set the number orientation and position → press [Next].





If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ((Start).

- If [Adjust Position] is selected:
 - \square Press [X] and [Y] \rightarrow press [-] or [+] to set their respective positions \rightarrow press [OK].
- Select the date type → specify the date using ⊚ ⊚ (numeric keys) → press [Next].



NOTE

- There are six types of date format you can select from.
- If no date is set, the date set in Date and Time Settings in the System Settings (from the Additional Functions screen) is printed. Confirm that the date and time settings are correct.

Set the number size, print type, and color → press [OK].

Select the size of the numbers from [Small], [Medium], and [Large] ('10.5 pt.', '12.0 pt.', and '14.0 pt.').

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

You can select [Yellow], [Magenta], [Cyan], [Black], [Red], [Green], or [Blue] for the specified text.

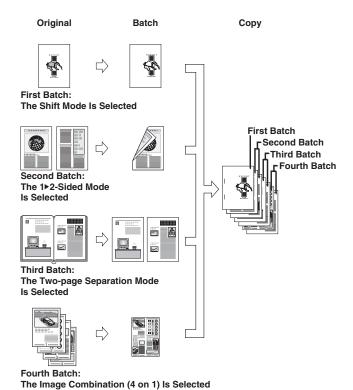
Mail Box (Print)

- Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Watermark/Print Date].
- Specify the Print Date settings in accordance with steps 2 to 5 of "Copying," on p. 4-105.

Combining Multiple Batches of Originals with Different Copy Settings

The Job Block Combination mode enables you to scan multiple batches of originals with different copy settings and print them as one document.

You can set copy settings (for example, the Job Separator and Page Numbering modes) for the combined document. You can also store the combined document in a User Inbox.

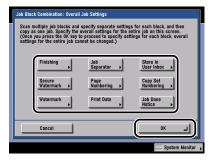


IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- You can use the Cover/Sheet Insertion mode for the combined document. You cannot use the Cover/Sheet Insertion mode for each batch of originals.
- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.
- You cannot make an Interrupt copy while copying with the Job Block Combination mode.
- You cannot store the Job Block Combination mode in Standard Settings.
- You cannot store the Job Block Combination mode in Mode Memory.
- You cannot recall the Job Block Combination mode.



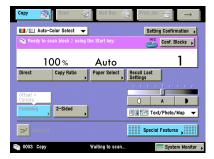
- The Job Block Combination mode is available for the Copy function only.
- The maximum number of batches of originals you can combine as one document is 32.
- 1 Place your originals → press [Special Features] → [Job Block Combination].
- 2 Specify the copy settings for the combined document → press [OK].



If you select special features before setting the Job Block Combination mode, the selected special features will be retained for the combined document.

For instructions on specifying copy settings and the available combinations of settings, see chapters 3 and 4.

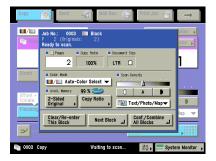
For each batch of originals, specify the copy settings → press(Start).



For instructions on specifying copy settings and the available combinations of settings, see chapters 3 and 4.

If you have set two or more batches of originals, you can press [Recall Last Settings] to cancel the settings for the previous batch of originals.

4 Check the settings on the Scan screen.



You can change or specify the Color, 2-Sided Original, Copy Ratio, Original Type, or Copy Exposure mode before scanning the next batch of originals (i.e., between batches).

If you want to continue to scan another batch of originals without changing the copy settings, place your originals and press (•) (Start).

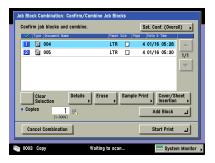
If you want to rescan or cancel the current batch of originals, press [Clear/Re-enter This Block] and repeat the procedure from step 3.

If you want to change the copy modes and scan another batch of originals, press [Next Block] and repeat the procedure from step 3.

When you have finished scanning all of your originals, press [Conf./Combine All Blocks].

You can also press [Conf.Blocks] in step 3 to proceed to step 6.

6 Check the copy settings for the combined document and each batch.



To check the copy settings for the combined document, press [Set. Conf. (Overall)].

To select all of the batches of originals, press [Select All]. However, if a batch of originals is already selected, this key changes to [Clear Selection].

To add another batch, press [Add Block] and repeat the procedure from step 3.

- ☐ Select the batches of originals in the order in which you want to combine them.
- ☐ To view the detailed information of a batch of originals, select the batch of originals → press [Details].
- □ To erase a batch of originals, select the batch of originals → press [Erase].
- ☐ To make a sample print of a selected batch of originals or the combined document, press [Sample Print].

To make a sample print of a selected batch of originals, press [Sample Set of Selected Block].

To make a sample print of the combined document, press [Sample Set of Combined Job].

☐ To use the Cover/Sheet Insertion mode for the combined document, press [Cover/Sheet Insertion].

For instructions on using the Cover/Sheet Insertion mode, see "Cover/Sheet Insertion," on p. 4-11.

☐ To change the number of copies, enter the desired copy quantity using ⑤ - ⑥(numeric keys).



- The selected batches are numbered and printed in the specified order.
- You can cancel a selection by selecting the batch of originals again.
- To cancel all batches, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

Press [Start Print].

- If you selected [Copy upon Storing] in the Store In User Inbox mode for the combined document in step 2:
 - ☐ Press [Print/Store].

The combined document will be stored in the selected User Inbox at the same time as printing.

To store the combined document without printing, press [Store and Finish].

- If you selected the Store In User Inbox mode without setting [Copy upon Storing] for the combined document in step 2:
 - ☐ Press [Store].



∧ NOTE

- You can adjust the exposure during printing. However, you cannot adjust the exposure during printing if the Secure Watermark mode is set for the combined document.
- To cancel the Job Block Combination mode with other copy modes, press [Cancel Combination].
- To return to step 3, press (Reset).

Storing Scanned Originals with Copy Settings in a User Inbox

This mode enables you to store scanned originals in a User Inbox from the Regular Copy Basic Features screen. The copy settings are stored with the document. You can also make copies of the scanned originals while storing them in the User Inbox.

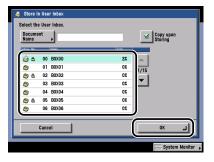
IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-6.
- When you press (Stop) while copying in the Store In User Inbox mode and if the Store In User Inbox (Copy upon Storing) mode is not set, the job is not paused, but canceled.
- You cannot store documents in the Memory RX Inbox or a Confidential Fax Inbox. For instructions on storing documents in the Memory RX Inbox and Confidential Fax Inboxes, see Chapter 6, "Sending and Receiving Documents Using the Inboxes."



The Store In User Inbox mode is available for the Copy function only.

- 1 Place your originals → press [Special Features] → [Store In User Inbox].
- 2 Select the User Inbox number → press [OK].



• If you want to name the document:

 \square Press [Document Name] \rightarrow enter a name for the document \rightarrow press [OK].



If you store a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was scanned. For example, if a document is stored at 1:35 (PM), 41 seconds, on January 15, 2007, its name will be <20070115133541>.

- If you want to make copies of the scanned originals while storing them in the User Inbox:
 - ☐ Press [Copy upon Storing].

To store the scanned originals without copying them, deselect [Copy upon Storing] to clear the check mark.

5 CHAPTER

Memory Features

This chapter describes the memory features.

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Recalling Previous Copy Jobs

You can recall the three most recent copy jobs and make copies using these settings.



IMPORTANT

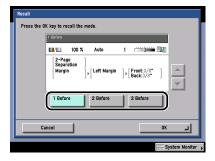
- The machine considers any one of the following operations a copy job:
- When copy settings, such as the copy ratio, number of copies, and copy exposure, are specified and then, the control panel power switch, ⊙ (Start), or ⊘ (Reset) is pressed
- If and when the Auto Clear mode activates after copy settings are specified
- When the time set for Auto Sleep Time in Timer Settings (from the Additional Functions screen) has elapsed
- If you recall copy settings stored in Mode Memory

 Therefore, if you make settings but do not press the control panel power switch, ⊙

 (Start), or ⊚ (Reset), and the Auto Clear mode does not activate, the settings you have made are not stored memory for recall by pressing [Recall].
- You cannot recall the Job Block Combination mode.
- The Standard mode is not stored in Recall memory.
- Identical copy settings are stored only once in Recall memory.



- The Recall mode is available for the Copying function only.
- Once stored, the last three copy jobs are kept in memory even if the power is turned OFF.
- **1** Place your original → press [Special Features] → [Recall].
- **2** Select [1 Before], [2 Before], or [3 Before].



Verify the settings \rightarrow press [OK].



You can change the recalled copy settings before making copies.

Memory Keys

You can set any possible combination of scan settings, print settings, or copy settings, and then store them in a memory key. There are nine memory keys, and they can be assigned names for increased convenience. This feature is useful for storing frequently used scan, print, and copy settings.



∧ NOTE

The scan, print, and copy settings stored in memory are not erased, even if the power is turned OFF.

Storing Scan/Print/Copy Settings

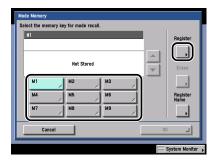


IMPORTANT

You cannot store the Job Block Combination mode in Mode Memory.

Copying

- Specify the copy settings on the Copy Basic Features screen and/or Special Features screen.
- 2 Press [Special Features] → [Mode Memory].
- Select a key ([M1] to [M9]) for storing the settings → press [Register].





- Keys that already have settings stored in them are displayed with a colored triangle
 in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If you select a key without settings:
 - ☐ A screen appears, asking for your confirmation to store the settings. Press [Yes].
- If you select a key that already has settings stored in it:
 - ☐ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].
- 4 Press [Cancel].



You can assign a name to the memory key by pressing [Register Name].

Mail Box (Scan)

- 1 Specify the scan settings on the Scan screen and/or Special Features screen.
- 2 Press [Special Features] → [Mode Memory].
- 3 Store the scan settings in accordance with steps 3 and 4 of "Copying," on p. 5-4.

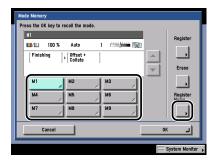
Mail Box (Print)

- 1 Specify the print settings on the Change Print Settings screen and/or Special Features screen.
- 2 Press [Special Features] → [Mode Memory].
- 3 Store the print settings in accordance with steps 3 and 4 of "Copying," on p. 5-4.

Naming a Memory Key

Copying

- Press [Special Features] → [Mode Memory].
- Select a key ([M1] to [M9]) to name → press [Register Name].





- Keys that already have settings stored in them are displayed with a colored triangle (in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.
- Enter a name → press [OK].



If you press [OK] without entering any characters, the key name reverts to its current name (default M1 to M9).

Press [Cancel].

Mail Box (Scan)

- Select the desired User Inbox number → press [Scan] → [Special Features] → [Mode Memory].
- 2 Name a memory key in accordance with steps 2 to 4 of "Copying," on p. 5-6.

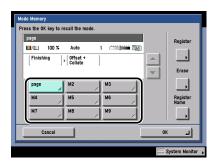
Mail Box (Print)

- Select the desired User Inbox number and a document → press [Print] → [Change Pr. Settings] → [Special Features] → [Mode Memory].
- 2 Name a memory key in accordance with steps 2 to 4 of "Copying," on p. 5-6.

Recalling Scan/Print/Copy Settings

Copying

- **1** Press [Special Features] → [Mode Memory].
- Select the key containing the copy settings that you want to recall.



3 Verify the settings → press [OK].

If you select a key that does not have settings stored in it, [OK] is grayed out and you cannot press it. You can select another key that has copy settings stored in it, or press [Cancel].



- Recalling settings from memory cancels the current settings.
- You can make changes to the recalled settings.
- If you press another key, the settings stored in that key are recalled.

Mail Box (Scan)

- Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Mode Memory].
- **2** Recall the scan settings in accordance with steps 2 and 3 of "Copying," on p. 5-7.

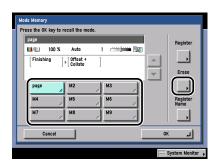
Mail Box (Print)

- Select the desired User Inbox number and a document → press [Print] → [Change Pr. Settings] → [Special Features] → [Mode Memory].
- 2 Recall the scan settings in accordance with steps 2 and 3 of "Copying," on p. 5-7.

Erasing Scan/Print/Copy Settings

Copying

- **1** Press [Special Features] → [Mode Memory].
- 2 Select the key containing the copy settings that you want to erase → press [Erase].



(IMPORTANT

Make sure to check the settings first before erasing them.



- Keys that already have settings stored in them are displayed with a colored triangle
 () in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- **3** Press [Yes].



Key names are not erased. For instructions on changing a key name, see "Naming a Memory Key," on p. 5-6.

4 Press [Cancel].

Mail Box (Scan)

- Select the desired User Inbox number → press [Scan] → [Special Features] → [Mode Memory].
- **2** Erase the scan settings in accordance with steps 2 to 4 of "Copying," on p. 5-9.

Mail Box (Print)

- Select the desired User Inbox number and a document → press [Print] → [Change Pr. Settings] → [Special Features] → [Mode Memory].
- **2** Erase the scan settings in accordance with steps 2 to 4 of "Copying," on p. 5-9.

Sending and Receiving Documents Using the Inboxes



This chapter describes how to save documents received by fax and/or I-fax in the Memory RX Inbox and Confidential Fax Inboxes.

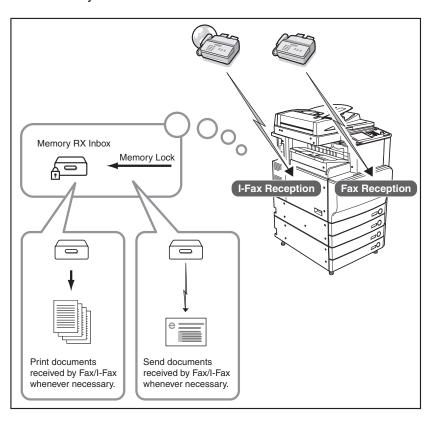
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Memory RX Inbox

You can select either the Memory RX Inbox or Divided Data RX Inbox from the Memory RX Inbox screen.

Memory RX Inbox

The Memory RX (Receive) Inbox is an inbox for receiving and storing documents received by Fax and I-Fax. Documents received in the Memory RX Inbox are stored without being printed. You can print or send the stored documents later, or whenever necessary.



IMPORTANT

- You can use the Memory RX Inbox function for receiving and storing fax documents only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.
- If you want to use Memory Lock, you must first set Use Fax Memory Lock and Use I-Fax Memory Lock to 'On' in Memory RX Inbox Settings. To access the Memory RX Inbox Settings screen, press ⊚ (Additional Functions) → [System Settings] → [Communications Settings]. (See Chapter 11, "System Manager Settings," in the Sending and Facsimile Guide.)

Receiving Documents through Fax or I-Fax

1 Set Memory Lock to 'On' from the Additional Functions screen.



NOTE

- For instructions on setting the I-Fax Memory Lock and Fax Memory Lock modes, see Chapter 11, "System Manager Settings," in the Sending and Facsimile Guide.
- The following messages are displayed while Memory Lock is being set to 'On':
 - <I-Fax Memory RX is on.>:I-Fax documents will be received in memory
- <Fax Memory RX is on.>:Fax documents will be received in memory
- 2 The machine is now ready to receive documents in memory.



NOTE

The message <Check the Memory RX doc.> is displayed when a document is received in the Memory RX Inbox:

Settings for Receiving Documents in Memory

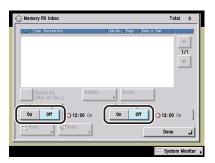
You can use the Memory Lock mode outside of the preset Memory Lock start and end times.



IMPORTANT

If you want to use Memory Lock, you must first set Use Fax Memory Lock and Use I-Fax Memory Lock to 'On' in Memory RX Inbox Settings. To access the Memory RX Inbox Settings screen, press ⊚ (Additional Functions) → [System Settings] → [Communications Settings]. (See Chapter 11, "System Manager Settings," in the Sending and Facsimile Guide.)

- Press [Memory RX Inbox] on the Inbox Selection screen → press [Memory RX Inbox].
- Select [On] or [Off] for I-Fax Memory Lock and/or Fax Memory Lock.



Details of each item are shown below.

[On]: Documents are received and stored in the Memory RX Inbox.

[Off]: Documents are received and printed.



NOTE

- If Memory Lock start and end times have been set, the time at which Memory Lock will automatically switch 'Off' is displayed when you set Fax/I-Fax Memory Lock to 'On', and the time at which Memory Lock will automatically switch 'On' is displayed when you set Memory Lock to 'Off'.
- If I-Fax Memory Lock is set to 'Off', documents received through the I-Fax function are printed and erased from the Memory RX Inbox.
- If Fax Memory Lock is set to 'Off', documents received through the Fax function are printed and erased from the Memory RX Inbox.
- Press [Done] repeatedly until the Inbox Selection screen appears.

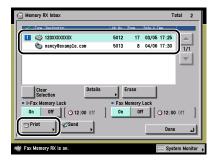
Printing a Document in the Memory RX inbox

IMPORTANT

- You can print documents stored in the Memory RX Inbox only with the settings that were used when the documents were received.
- A document stored in the Memory RX Inbox is automatically deleted after it is printed.



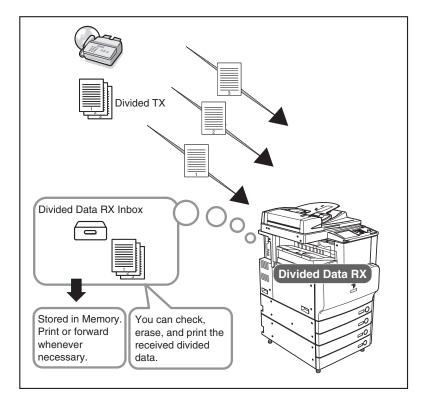
- You can print only one document at a time. You cannot print multiple documents stored in the Memory RX Inbox simultaneously.
- If Fax Memory Lock and I-Fax Memory Lock are set to 'Off', any documents stored in the Memory RX Inbox are printed and erased from memory. (See "Memory RX Inbox," on p. 6-2.)
- 1 Press [Memory RX Inbox] on the Inbox Selection screen → press [Memory RX Inbox].
- 2 Select the document that you want to print → press [Print].



3 Press [Start Print].

Divided Data RX Inbox

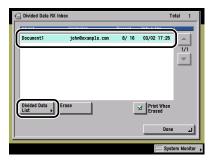
When the machine receives a large I-fax document which has been divided into several parts before being sent, the Divided Data RX Inbox stores the divided data, and automatically combines it into a single I-fax document. After the document has been combined, it is printed, forwarded, or stored in memory in the same way as when a regular I-fax document is received.



Confirming Documents in the Divided Data RX Inbox

You can check the status of divided data, and the remaining capacity of the Divided Data RX Inbox.

- Press [Memory RX Inbox] on the Inbox Selection screen → press [Divided Data RX Inbox].
- 2 Select the document you want to confirm → press [Divide Data List].



3 Select the divided data you want to confirm → press [Details].

Erasing Divided Data

You can print and erase the divided data while the machine is receiving the divided data.

- Press [Memory RX Inbox] on the Inbox Selection screen → press [Divided Data RX Inbox].
- Select the data to erase → press [Erase].



To erase the document without printing it, deselect [Print When Erased].

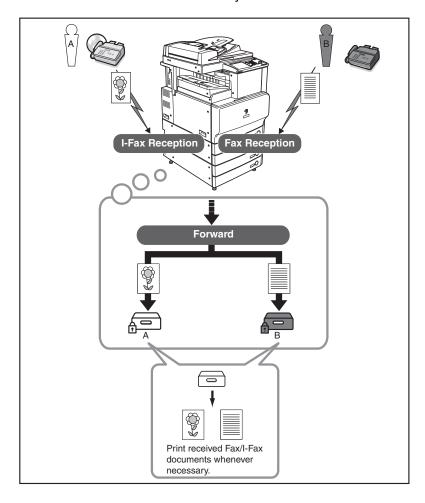
If you force the machine to print the document which is being erased, only the data which has already been received is combined to form the document. Data which can be combined to form complete pages is printed, and any remaining data is erased without being printed.

IMPORTANT

- If you delete the divided data, it cannot be combined to form a document even if the remaining divided data is received later.
- As the divided data is not valid image data, it will not be printed correctly.
- If the divided data is erased while the forwarding settings or the Memory Lock mode is being set to the divided data, any process for the forced printed image will not be performed.

Confidential Fax Inboxes

If a document received by Fax/I-Fax, matches the specified forwarding conditions, it is stored in a Confidential Fax Inbox without being printed. This feature is useful for receiving confidential documents. You can print the documents stored in Confidential Fax Inboxes whenever necessary.



IMPORTANT

- You can use the Confidential Fax Inbox function for receiving and storing fax documents only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.
- In order to use a Confidential Fax Inbox, it is necessary to first register the Confidential Fax Inbox as a forwarding destination in Forwarding Settings in System Settings (from the Additional Functions screen). (See Chapter 11, "System Manager Settings," in the Sending and Facsimile Guide.)
- It is necessary to inform the other party of the forwarding conditions beforehand.

Receiving Confidential Documents

Register a Confidential Fax Inbox as a forwarding destination.



∧ NOTE

For instructions on specifying forwarding settings for documents received by Fax/ I-Fax, see Chapter 11, "System Manager Settings," in the Sending and Facsimile Guide.

The machine is now ready to receive documents in the specified Confidential Fax Inbox.



∧ NOTE

The message below is displayed when a document is received in a Confidential

- < Check received documents in Confidential Fax Inbox.>

Printing a Document in the Confidential Fax Inbox

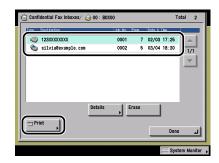
IMPORTANT

You can print documents stored in Confidential Fax Inboxes only with the settings used when the documents were received.



You can print only one document at a time. You cannot print multiple documents stored in Confidential Fax Inboxes simultaneously.

- 1 Press [Conf. Fax Inbox] on the Inbox Selection screen → press the desired Confidential Fax Inbox number.
- **2** Select the document that you want to print → press [Print].



3 Press [Start Print].



If you want to automatically delete the selected document after it is prints, press [Erase Doc. After Printing].

Sending a Document

You can send documents stored in User Inboxes or the Memory RX (Receive) Inbox to a desired destination.



IMPORTANT

- The Fax function is available only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.
- Documents with a resolution other than 600 x 600dpi cannot be sent if there is a fax address included in the destination.



NOTE

You cannot send documents stored in a Confidential Fax Inbox.

Select the desired User Inbox number → select the document that you want to send → press [Send].



To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

To select all of the documents (up to 32 documents from the top) in the selected Memory RX Inbox, press [Select All (Max 32 doc.)]. If a document is already selected, this key changes to [Clear Selection].



∧ NOTE

- A maximum of 32 documents stored in the same inbox can be selected and sent at the same time.
- A maximum of 999 pages can be sent simultaneously.

Specify the desired send settings → press [Start Send].

See the Sending and Facsimile Guide for instructions on the following:

- Specifying a destination
- Selecting the file format
- Specifying the Send settings



NOTE

- If Restrict New Address is set to 'On' in the System Settings (from the Additional Functions screen), you cannot enter a destination in [New Address]. You have to select a stored destination by pressing [Address Book], [Network Add.Book], or [One-touch Buttons].
- If you want to automatically delete the selected document after it is sent, press [Delete After Sending].
- While the document is being sent, you cannot print or store it in another inbox.
- If the selected destination is a group address that includes an inbox, the document you are sending will not be sent to (and stored in) that inbox.

Press [Done].

Using the Express Copy Basic Features Screen



This chapter describes the Express Copy Basic Features screen.

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Switching to the Express Copy Basic Features Screen

You can switch the Regular Copy Basic Features screen to the Express Copy Basic Features screen. Press [Express Copy] to switch to the Express Copy Basic Features screen. To return to the Regular Copy Basic Features screen, press [Copy].



Express Copy Basic Features screen



- By default, the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates, is the Regular Copy Basic Features screen.
- After changing the copy settings, even if you switch to the Express Copy Basic Features screen from the Regular Copy Basic Features screen, or vice versa, the copy settings will be retained.
- If you press ((Reset) on the Express Copy Basic Features screen, the display returns
 to the Express Copy Basic Features screen (Standard mode). If you press ((Reset) on
 the Regular Copy Basic Features screen, the display returns to the Regular Copy Basic
 Features screen (Standard mode).
- You can set to display only the [Copy] function key, only [Express Copy] function key, or both [Copy] and [Express Copy] function keys. (See Chapter 4 "Customizing Settings," in the Reference Guide.)

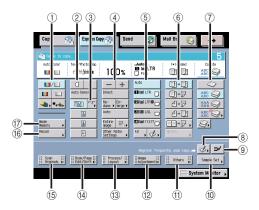
Various Features of the Express Copy Basic Features Screen

The following is an explanation of the keys displayed on the Express Copy Basic Features screen. For detailed explanations of the functions of these keys, see the related chapters in this manual.



The Special Features modes displayed on the Express Copy Basic Features screen are displayed on the Regular Copy Basic Features screen by pressing [Special Features].

This screen enables you to set basic copying modes. You can adjust the exposure, set basic copying modes such as the Collate mode, and Special Features modes such as Mode Memory and the Recall modes.



- ① Color Mode You can select the color mode. (See "Automatic Color Selection," on p. 7-9.)
- ② Adjusting Exposure, Automatic Adjustment of Exposure You can adjust the copy exposure. (See "Adjusting Copy Exposure," on p. 7-10.)
- (3) Image Quality You can adjust image quality to the level best suited for the quality of text or photo originals. (See "Selecting Image Quality," on p. 7-11.)

4 Copy Ratio

You can set the machine to select the copy ratio automatically, or you can manually specify the copy ratio for a copy job. (See "Specifying the Copy Ratio by Percentage (Zoom by Percentage)," on p. 7-12. "Enlarging/Reducing Originals to a Standard Size (Preset Zoom)," on p. 7-13, "Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom)," on p. 7-14, "Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)," on p. 7-15, "Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Program)," on p. 7-15, "Enlarging/Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom)," on p. 7-17, "Enlarging an Image onto Multiple Pages (Poster)," on p. 7-18.)

⑤ Paper Select

You can set the machine to select the paper size. (See "Selecting the Copy Paper Size (Paper Select)," on p. 7-19.)

6 Two-Sided

This mode enables you to make two-sided copies from one-sided originals or one-sided copies from two-sided originals. (See "Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided)," on p. 7-22, "Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)," on p. 7-23, "Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided)," on p. 7-24, "Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)," on p. 7-25.)

(7) Finishing

The Finishing mode can be selected to collate copies in various ways, either by pages or copy sets. (See "Collating Copies into Sets in Page Order (Collate)," on p. 7-26. "Collating Copies into Groups of the Same Page (Group)," on p. 7-28, "Collating Pages and Stapling (Staple)," on p. 7-30.)

8 Standard Key Settings

You can register copy modes that you have specified as Standard Keys. This key is a shortcut key to Standard Key Settings for Express Copy Screen in Copy Settings from the Additional Functions screen. (See "Setting the Standard Keys for the Regular Copy Basic Features Screen," on p. 8-6.)

9 Interrupt Mode

The Interrupt mode enables you to interrupt a reserved or current job long enough to make higher priority copies. (See "Interrupting the Current Job to Make Priority Copies (Interrupt Mode)," on p. 7-34.)

10 Sample Set

This mode enables you to check the copy result before making multiple copies. (See "Sample Set," on p. 7-34.)

(11) Others

You can set copy modes other than Scan Originals, Book/Page Edit/Shift, Process/Layout, Image Adjustment. (See "Making Copies with Job Done Notice (Others)," on p. 7-85.)

(12) Image Adjustment

You can make copies of original images with a sharper or softer contrast. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-81.)

(13) Process/Layout

You can process original images and change the layout of the originals. (See "Process/Layout Settings," on p. 7-62.)

(14) Book/Page/Edit/Shift

You can make booklets, add page numbers, and set finishing modes for scanned images. (See "Book/Page Edit/Shift Settings," on p. 7-46.)

(5) Scan Originals

You can make various settings for the scanning of bound originals and different-sized originals. (See "Scan Originals Settings," on p. 7-41.)

16 Recall

This function enables you to recall the three most recently performed copy settings, and make copies using those settings. (See "Recalling a Previous Copy Setting (Recall)," on p. 7-36.)

(17) Mode Memory

You can store any possible combination of Copy functions. A memory key can be named and can hold up to nine settings. (See "Registering Frequently Used Copy Settings in Memory (Mode Memory)," on p. 7-37. "Registering a Memory Key Name," on p. 7-38, "Recalling a Copy Mode," on p. 7-39, "Erasing a Copy Mode," on p. 7-39.)

Operating the Express Copy Basic Features Screen

This section describes cautions to take when making a copy using the Express Copy Basic Features screen.

■ Pop-up displays on the Express Copy Basic Features screen

Pop-up displays appear on the Express Copy Basic Features screen when you press certain keys. Press [] or any point outside the pop-up display to close the pop-up displays.

Example: The pop-up display which appears when [Enlarge] is pressed.



■ Grayed Out Keys

Keys which are grayed out cannot be set. [Option] is only available when there are optional settings for a copy mode you have selected. Keys for modes which cannot be used in combination with a selected copy mode are also grayed out.

Example: When [Option] becomes available after you press [1▶2-Sided].

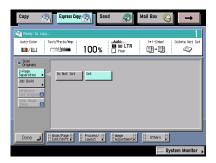




■ Combinations of Copy Modes

Some copy modes can be used in combination with other copy modes. Depending on the copy modes you have selected, some copy modes which are not selected may be displayed with a [A]. You cannot select these copy modes in combination with the currently selected copy modes.

Example: The display of the Different Size Originals key when the 2-Page Separation mode is set



Making a Copy With the Express Copy Basic Features Screen

This section explains the basic procedure for making a copy with the Express Copy Basic Features screen.



IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-6.

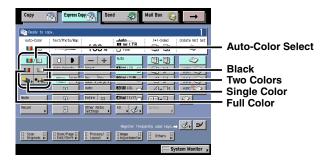
Automatic Color Selection

For instructions on this procedure using the Regular Copy Basic Features screen, see "Changing Color Modes," on p. 3-56.



- When the Auto-Color Select mode is set and your originals contain color sections, the
 machine scans them in the Full Color mode. However, the machine may scan the color
 originals in the Black mode under the following conditions. To avoid this, set the color
 mode to 'Full Color'.
- If the originals contain a few color sections
- If the color sections are located on the left side (within 3/8" (10 mm) from the left edge) of the originals when loading the originals in the feeder
- If the color sections of the originals are close to black
- If the originals contain light color densities
- If the Single Color mode is selected, you can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.
- If the Two Colors mode is selected, you can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.
- If you scan different sized originals without setting the Different Size Originals mode or selecting a non-standard paper size as the paper size, the machine may not be able to detect whether your originals are color or black-and-white.

1 Select the color mode.

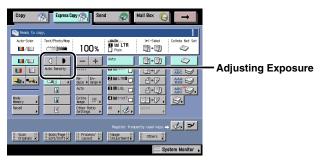


- If you select [Single Color] or [Two Colors]
 - ☐ Select the desired color.

Adjusting Copy Exposure

For instructions on this procedure using the Regular Copy Basic Features screen, see "Manual Exposure Adjustment," on p. 3-2.

1 Press [(]], [▶] or [Auto Density] to adjust the copy exposure.



Press [] and [] to move the indicator to the left to make the exposure lighter, or to the right to make the exposure darker.

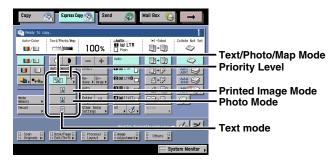
Selecting Image Quality

For instructions on this procedure using the Regular Copy Basic Features screen, see "Original Type Selection," on p. 3-3.

IMPORTANT

If you make copies of an original containing half-tones, such as a printed photograph, moiré or screen clash may occur. If this happens, you can soften this moiré effect by using the Sharpness mode. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-81.)

1 Select the image quality ([Text], [Text/Photo], or [Photo]).



If you want to adjust the text/photo/map processing priority level:

□ Press [Priority Level] → [Text Priority] or [Photo Priority] to adjust the degree of priority for text or photo images.

Details of each item are shown below.

[Text Priority]: Priority is given to the faithful reproduction of text.

[Photo Priority]: Priority is given to the faithful reproduction of photos/images,

with as little moiré effect as possible.

Specifying the Copy Ratio by Percentage (Zoom by Percentage)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Zoom by Percentage," on p. 3-11.

1 Set the copy ratio by pressing [-] or [+].



To return the copy ratio to 100%, press [Direct].

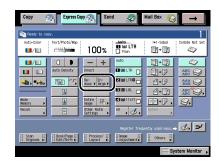
You can also use ① - ① (numeric keys) on the pop-up display to enter values.



Enlarging/Reducing Originals to a Standard Size (Preset Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Preset Zoom," on p. 3-9.

- IMPORTANT
 - Place your originals horizontally in the following cases:
 - If you are enlarging LTR originals to 11" x 17"
 - If you are enlarging STMT originals to 11" x 17" (when the original is placed on the platen glass)
 - If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', place LTRR size paper in a paper drawer, or stack bypass.
 - 1 To reduce, select a preset reduction ratio. To enlarge, select a preset enlargement ratio.



2 Select the copy ratio.

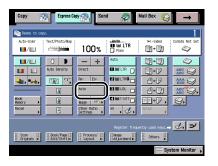
Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Auto Zoom," on p. 3-13.



- You cannot copy highly transparent originals, such as transparencies, in the Auto Zoom mode. Use the Preset Zoom or Zoom by Percentage modes.
- To use the Auto Zoom mode, your originals must conform to a standard paper size: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR. (You can place STMTR originals only on the platen glass.)

1 Press [Auto].



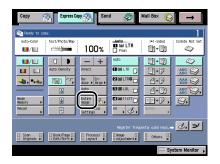
IMPORTANT

If you set [Auto], you have to select a paper size manually. If you do not select a paper size, the copy ratio is automatically set to match the size of paper loaded in paper drawer 1.

Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Entire Image," on p. 3-15.

1 Press [Entire Image].



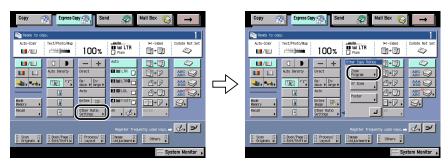
Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Program)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Reducing/Enlarging Using the Original and Copy/Record Sizes," on p. 3-17.



For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Press [Other Ratio Settings] → [Zoom Program].



- Press [Zoom] or [XY Zoom].
 - Making Copies with the Same XY Copy Ratio (Zoom):
 - \square Press [Original Size] \rightarrow enter the original size \rightarrow press [Copy Size] \rightarrow enter the copy size.

If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 400%, a message appears telling you that the ratio will be adjusted to 400%.

- Making Copies with Different XY Copy Ratios (XY Zoom):
 - ☐ Press [X] (horizontal direction) and [Y] (vertical direction) for both the original size and the copy size \rightarrow enter each value for X and Y.

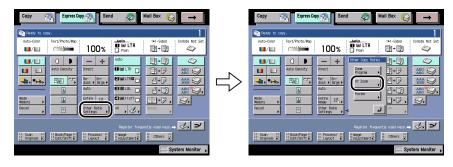
If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 400%, a message appears telling you that the ratio will be adjusted to 400%.

Press [Done].

Enlarging/Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Setting the X and Y Axes Independently," on p. 3-21.

- You cannot enlarge/reduce highly transparent originals, such as transparencies, in the Auto XY Zoom mode. To make such copies, specify the copy ratio.
- If you set the Auto XY Zoom mode, select the paper size using the Manual Paper Selection mode. If you do not select a paper size, paper drawer 1 is automatically selected and the copy (zoom) ratio is set to match the size of the paper loaded in that drawer.
- If you set the copy (zoom) ratio in the Auto XY Zoom mode, Auto Orientation is not performed.
- **1** Press [Other Ratio Settings] → [XY Zoom].



- Press [X] (horizontal axis) or [Y] (vertical axis) → enter a value.
 - Press [Auto XY Zoom] to set the copy ratios automatically.
- 3 Press [Done].

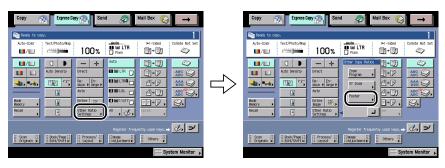
Enlarging an Image onto Multiple Pages (Poster)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Poster," on p. 3-25.

IMPORTANT

- Place your original on the platen glass. The Poster mode cannot be used if the original is placed in the feeder.
- If you set the Poster mode while the color mode is set to 'Auto-Color Select', the color mode is automatically set to 'Full Color'.
- The Poster mode cannot be used to make copies on nonstandard size paper, envelopes, and transparencies.

Press [Other Ratio Settings] → [Poster].



Press [Copy Ratio(s)] or [Number Of Output Pages].

- If you select [Copy Ratio(s)].
 - Enter a copy ratio.
- If you select [Number of Output Pages].
 - Select the number of output pages.



∧ NOTE

The number of output pages that you have selected is used as a guideline. The actual number of output pages may be less than what you have selected, depending on a combination of factors that determine the most appropriate number of pages. These factors include the size of the original, the selected paper size, and the enlargement ratio.

☐ Select the desired paper size.

If you select the stack bypass, the screens for specifying the paper size and paper type in the stack bypass are displayed.

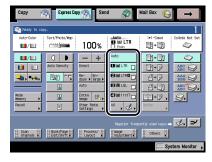
Selecting the Copy Paper Size (Paper Select)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Paper Selection," on p. 1-12.



When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

1 Select the paper source.



The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers (Manual Paper Selection).

Press [Auto] to set the machine to automatically select the copy paper size.

To select the stack bypass for the current job, or to reserve the stack bypass for a reserved job, select [Stack Bypass Settings].

IMPORTANT

- If you want to copy an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off, load the stack bypass with 12 5/8" x 17 11/16" or 12" x 18" paper, or load a paper drawer with 12" x 18" paper. (See Chapter 2, "Basic Operations," in the Reference Guide and "Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)," on p. 7-15.)
- The following types of originals cannot be copied by using Automatic Paper Selection. Copy these using Manual Paper Selection:
 - Non-Standard sized originals
 - Highly transparent originals, such as transparencies
 - Originals with an extremely dark background
 - STMT, STMTR or smaller originals (however, STMT originals can be detected when placed in the feeder)

If you select stack bypass settings:

- □ Press [All].
- ☐ Press [Stack Bypass Settings].
- □ Select the paper size → press [Next].

- If you select a nonstandard size paper, the Poster, Rotate Collate, Rotate Group, Offset Collate, Offset Group, Staple, Hole Punch, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Job Block Combination, or Store In User Inbox mode cannot be specified.
- If the envelope type is not set correctly, a paper jam will occur.
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- If you select [Envelope], the Poster, Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Image Combination, Form Composition, or Job Block Combination mode cannot be specified.

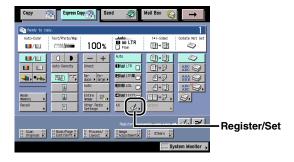
∧ NOTE

- When placing paper other than a standard size, press [Irreg. Size] → enter the
 paper size. You can also select or register a size key ([S1] to [S5]) containing the
 paper size setting.
- To copy on envelopes, press [Envelope] → select the envelope type → press [OK].
- To select an A or B series paper size, press [A/B-size].
- \square Select the desired paper type \rightarrow press [OK].



NOTE

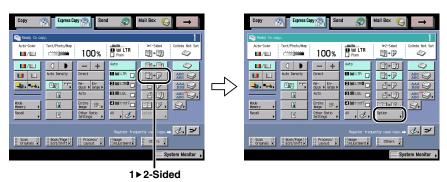
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- [Register/Set] is a shortcut key to Register Paper Type in Common Settings (from the Additional Functions screen), Paper Select Key Size for Express Copy Screen in Copy Settings (from the Additional Functions screen), and Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen).



Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "1 to 2-Sided," on p. 3-46.

- IMPORTANT
 - You may not be able to make 2-sided copies on some types of paper, depending on the paper.
 - Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the original is copied upside down. (You can place STMTR originals only on the platen glass.)
 - 1 Press [1 ▶ 2-Sided] → [Option].

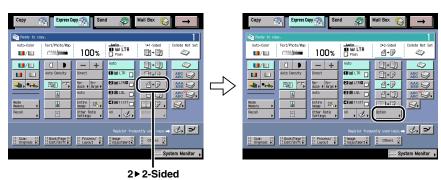


2 Select the type of two-sided orientation.

Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2 to 2-Sided," on p. 3-48.

- IMPORTANT
 - You may not be able to make 2-sided copies on some types of paper, depending on the paper.
 - 2▶2-Sided copying is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
 - **1** Press [2▶2-Sided] → [Option].



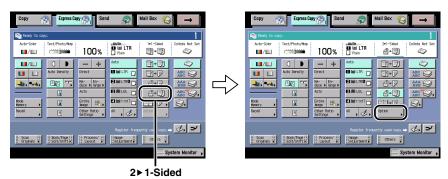
Select the type of two-sided orientation for both the original and the copy.

Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2 to 1-Sided," on p. 3-50.

IMPORTANT

- You may not be able to make 2-sided copies on some types of paper, depending on the paper.
- 2▶1-Sided copying is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back sides of the copies will be printed upside down. (You can place STMTR originals only on the platen glass.)
- **1** Press [2▶1-Sided] → [Option].



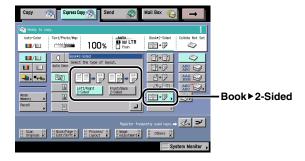
2 Select the orientation of the originals.

Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Book to 2-Sided," on p. 3-51.

() II

- You may not be able to make 2-sided copies on some types of paper, depending on the paper.
- When using this feature, select LTR-size paper.
- When copying with the Front/Back 2-Sided mode, the front side of the first two-sided page and the back side of the last two-sided page, are left blank. (The machine's counter does not count the blank pages as copies.)
- Place the originals on the platen glass. You cannot use the Book▶2-sided mode when the original is placed in the feeder.
- 1 Press [Book ▶ 2-Sided] → select the layout type of original.



Collating Copies into Sets in Page Order (Collate)

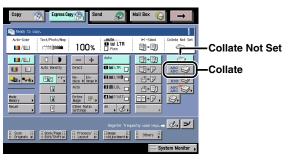
For instructions on this procedure using the Regular Copy Basic Features screen, see "Page Order (Collate)," on p. 3-36.



IMPORTANT

- The Finishing modes cannot be set if [Envelopes], [Transparencies], [Tracing Paper], or [Labels] is selected as the paper type.
- If you set the Hole Punch mode, the side of the paper which is printed on will always be output face down.
- The Hole Punch mode is available only if the optional Finisher-Y1 or Saddle Finisher-Y2 and Puncher Unit-M1 are attached to the Color imageRUNNER C3480/C3480i/C3080/ C3080i. (The optional Finisher-Y1, Saddle Finisher-Y2, and Puncher Unit-M1 are not available for the Color imageRUNNER C2550.)

1 Press [Collate].



The optional Finisher-Z1 is attached.

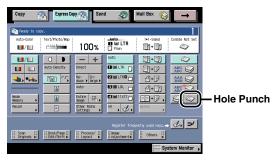
Press [Collate Not Set] if you do not want to collate the output.

If you want the copies slightly offset vertically in the output tray, press [Offset].



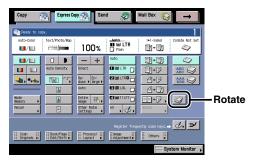
The optional Finisher-Z1 is attached.

If you want hole punches made, press [Hole Punch].



The optional Finisher-Y1 or Saddle Finisher-Y2 and Puncher Unit-M1 are attached.

If you want the copies to be output in alternating directions, press [Rotate].



A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

- [Rotate] can be selected only in the following cases:
 - When the available paper size is selected manually
 - When the available paper size is loaded in both the horizontal and vertical directions
 - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to load only paper that can be rotated. Otherwise, the output will not be rotated.
- If there is no paper which can be rotated, the output will be collated.

Collating Copies into Groups of the Same Page (Group)

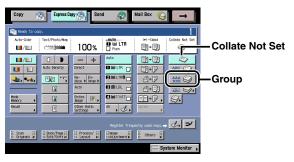
For instructions on this procedure using the Regular Copy Basic Features screen, see "Same Page (Group)," on p. 3-39.



IMPORTANT

- The Finishing modes cannot be set if [Envelopes], [Transparencies], [Tracing Paper], or [Labels] is selected as the paper type.
- If you set the Hole Punch mode, the side of the paper which is printed on will always be output face down.
- The Hole Punch mode is available only if the optional Finisher-Y1 or Saddle Finisher-Y2 and Puncher Unit-M1 are attached to the Color imageRUNNER C3480/C3480i/C3080/ C3080i. (The optional Finisher-Y1, Saddle Finisher-Y2, and Puncher Unit-M1 are not available for the Color imageRUNNER C2550.)

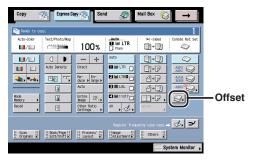
1 Press [Group].



The optional Finisher-Z1 is attached.

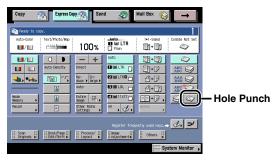
Press [Collate Not Set] if you do not want to collate the output.

If you want the copies slightly offset vertically in the output tray, press [Offset].



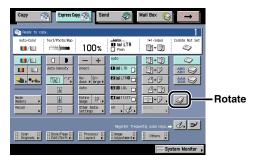
The optional Finisher-Z1 is attached.

If you want hole punches made, press [Hole Punch].



The optional Finisher-Y1 or Saddle Finisher-Y2 and Puncher Unit-M1 are attached.

If you want the copies to be output in alternating directions, press [Rotate].



A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

- [Rotate] can be selected only in the following cases:
 - When the available paper size is selected manually
 - When the available paper size is loaded in both the horizontal and vertical directions
 - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to load only paper that can be rotated. Otherwise, the output will not be rotated.
- If there is no paper which can be rotated, the output will be collated.

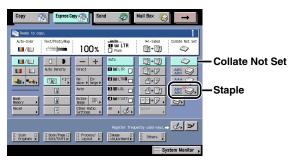
Collating Pages and Stapling (Staple)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Page Order (Staple)," on p. 3-41.

IMPORTANT

- The Finishing modes cannot be set if [Envelopes], [Transparencies], [Tracing Paper], or [Labels] is selected as the paper type.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.
- The Staple mode can be set only if an optional finisher is attached.
- If you set the Staple or Hole Punch mode, the side of the paper which is printed on will always be output face down.
- The Saddle Stitch mode is available only if the optional Saddle Finisher-Y2 is attached to the Color imageRUNNER C3480/C3480i/C3080/C3080i. (The optional Saddle Finisher-Y2 is not available for the Color imageRUNNER C2550.)
- When printing on special types of paper, such as heavy paper or transparencies, be sure
 to correctly set the paper type, especially if you are using heavy paper. If the type of
 paper is not set correctly, it could adversely affect the quality of the image. Moreover, the
 fixing unit may become dirty, or the paper could jam, and a service repair may be
 needed.

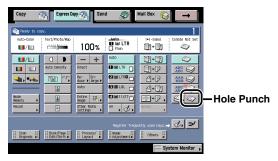
1 Press [Staple].



The optional Finisher-Z1 or Finisher-Y1 is attached.

Press [Collate Not Set] if you do not want to collate the output.

If you want hole punches made, press [Hole Punch].



The optional Saddle Finisher-Y2 and Puncher Unit-M1 are attached.

2 Select the type of staple ([Corner], [Double], or [Saddle Stitch]) and the stapling position.

- ☐ Specify the Saddle Stitch.
- □ Press [Paper Select] → select the paper source to use for the main document
 → press [Done].

If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] \rightarrow select the paper type and press [OK] \rightarrow press [Done].

☐ If you want to add a cover, press [Add Cover].

Select whether to print on the cover and the paper source to use for the cover → press [OK].

If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type \rightarrow press [Done].

- The paper used for the cover page must be the same size as the other pages in your document.
- If you select [No] for <Select whether to print on covers.>, [Heavy 1] or [Heavy 2] can be selected.
- Only 17 to 28 lb bond (64 to 105 g/m²) paper can be used for the main document.
- Only the following paper can be used for the cover:
- If you are printing on the cover: 17 to 28 lb bond (64 to 105 g/m²)
- If you are not printing on the cover: 17 lb bond to 80 lb cover (64 to 220 g/m²)

Setting Standard Keys

For instructions on this procedure using the Regular Copy Basic Features screen, see "Setting the Standard Keys for the Regular Copy Basic Features Screen," on p. 8-6.

Press [Register frequently used keys.].



Register frequently used keys

Select the number of Standard Keys that are displayed on the **Express Copy Basic Features screen.**

[Up to 5 Set Keys]: Displaying maximum 5 Standard Keys. [Up to 10 Set Keys]: Displaying maximum 10 Standard Keys.

- Select the Standard Key to be stored → press [Settings].
- Display the group of functions to be stored as Standard Keys by pressing $[\mathbf{V}]$ or $[\mathbf{A}] \rightarrow$ select the desired function.

5 Select the desired mode to be stored as a Standard Key → press [OK].

The five stored Standard Keys are displayed as shown below.



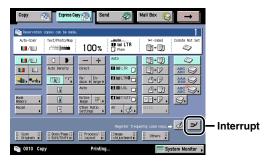
The ten stored Standard Keys are displayed as shown below.



Interrupting the Current Job to Make Priority Copies (Interrupt Mode)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Interrupt Mode," on p. 1-29.

1 Press [Interrupt].



If you want to make copies after changing the Department ID while Department ID Management is enabled, press ⊚ (Log In/Out) → enter the Department ID and password using ⊚ - ⊚ (numeric keys). (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

2 Place your originals → select the desired copy modes.

Sample Set

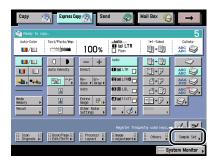
For instructions on this procedure using the Regular Copy Basic Features screen, see "Sample Set," on p. 1-31.



IMPORTANT

[Sample Set] appears only if you set to make multiple copies of your original in the Collate, Offset Collate, Rotate Collate, Staple, Front Cover/Back Cover, Paper Insertion, Booklet, or Transparency Interleaving mode. [Sample Set] does not appear if the Group or Offset Group mode is set.

Place your originals → select the desired copy modes → press [Sample Set].



- IMPORTANT
 - [Sample Set] is not displayed if only one copy is set.
- 2 Select [All Pages] or [Specified Pages] → press [OK].
 - If you select [Specified Pages]:
 - □ Press [First Page] and [Last Page] → press [-] or [+] to set their respective page numbers.
- **3** Press () (Start).
- 4 Check the sample set → select [Start Print], [Cancel], or [Change Settings].

To make the remaining copies, press [Start Print].

To cancel copying, press [Cancel].

To change the copy settings, press [Change Settings] \rightarrow change the necessary settings \rightarrow press [Done].

- To change the number of copies, use (numeric keys) and (Clear) to clear your entry.
- To change the exposure, press [] or [] (See "Adjusting Copy Exposure," on p. 7-10.).
- To change the paper size, press [Paper Select]. (See "Selecting the Copy Paper Size (Paper Select)," on p. 7-19.)
- To collate the copies, press [Finishing]. (See "Collating Copies into Sets in Page Order (Collate)," on p. 7-26, "Collating Copies into Groups of the Same Page (Group)," on p. 7-28, or "Collating Pages and Stapling (Staple)," on p. 7-30.)

- To make two-sided copies, press [2-Sided Copy]. (See "Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided), " on p. 7-22, "Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)," on p. 7-23, or "Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided), " on p. 7-24.)
- To set a margin for binding, press [Margin]. (See "Making Copies with Margins (Margin)," on p. 7-60.)
- To make color balance adjustments, press [Color Balance]. (See "Adjusting the Color (Color Balance)," on p. 7-83.)
- To embed hidden text in the background, press [Secure Watermark]. (See "Embedding Hidden Text in the Background," on p. 7-67.)

If you print one sample set and then change the settings, the machine will print from the first set with the new settings.

If you want to check the changes that you have made, press [Sample Set] → repeat the procedure from step 2.

Recalling a Previous Copy Setting (Recall)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Recalling Previous Copy Jobs," on p. 5-2.

IMPORTANT

- One copy job is defined by setting the number of copies, exposure, zoom, etc., and by pressing the control panel power switch, (a) (Start) or (b) (Reset), when the Auto Clear function is 'On', when the time set for Auto Sleep Time in Timer Settings has elapsed, or by calling up a copy job stored in memory. If one of these keys was not pressed, or if the Auto Clear function is not active, calling up a copy job by pressing [Recall] is not possible.
- You cannot recall the Job Block Combination mode.
- The Standard mode cannot be recalled or stored.
- Identical copy modes that are stored, are counted as one setting.

Press [Recall].



2 Select either [1 Before], [2 Before], or [3 Before].

Registering Frequently Used Copy Settings in Memory (Mode Memory)

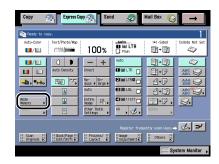
For instructions on this procedure using the Regular Copy Basic Features screen, see "Memory Keys," on p. 5-4.

Storing Copy Settings

IMPORTANT

You cannot store the Job Block Combination mode in Mode Memory.

Specify the copy settings to register on the Express Copy Functions screen → press [Mode Memory].



2 Press [Register].

- Select a memory key ([M1] to [M9]) to store a desired mode → press [Register].
 - If you select an empty memory key (no settings have been stored):
 - ☐ Press [Yes], when the confirmation message appears asking you to store the mode.

The memory key registering the copy mode is highlighted, and the registered settings are displayed.

- If you select an occupied memory key (settings have been stored):
 - ☐ Press [Yes], when the confirmation message appears asking you to overwrite the mode.

The memory key registering the copy mode is highlighted, and the registered settings are displayed.

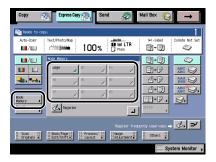
Press [Done].

Registering a Memory Key Name

- On the Mode Memory screen, press [Register].
- Select a memory key ([M1] to [M9]) to give a name to \rightarrow press [Register Name].
- 3 Enter the new name \rightarrow press [OK].
- Press [Done].

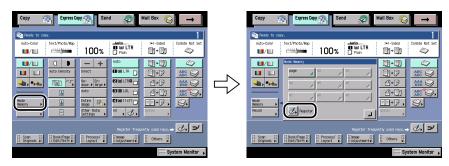
Recalling a Copy Mode

1 Press [Mode Memory] → select a memory key that registers the copy settings you want to use.



Erasing a Copy Mode

1 Press [Mode Memory] → [Register].



- 2 Select a memory key to be erased → press [Erase].
- IMPORTANT

 Make sure to check the settings first before erasing them.
- 3 Press [Yes].

Scan Originals Settings

This section describes the functions that you can use from [Scan Originals] on the Express Copy Basic Features screen. This screen enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages with the Two-page Separation mode, and copy different size originals together as one group with the Different Size originals mode, and so on. Press [Scan Originals] to set these modes.





For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-6.



To cancel the settings for each function, press [Do Not Set].

Modes in [Scan Originals]

1 2-Page Separation

This mode enables you to copy facing pages in a book or magazine onto separate sheets of paper. (See "Copying Facing Pages in a Book on Two Separate Sheets of Paper (2-Page Separation)," on p. 7-42.)

2 Job Build

This mode enables you to scan originals that are too many to be set at once by dividing them into multiple batches. (See "Copying Separately-Set Originals (Job Build)," on p. 7-43.)

- ③ Different Size Originals This mode enables you to copy different-size originals, such as 11" x 17" and LTR, together as one group by setting them in the feeder. (See "Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)," on p. 7-44.)
- 4 Scan Image Check
 This mode enables you to confirm scanned images page by page while copying them when you scan originals in succession on the platen glass. (See "Copying while Verifying Scanned Images (Scan Image Check)," on p. 7-45.)

Copying Facing Pages in a Book on Two Separate Sheets of Paper (2-Page Separation)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2-Page Separation," on p. 4-9.

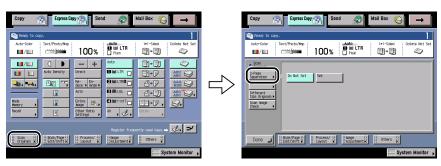
IMPORTANT

Place the original on the platen glass. The 2-Page Separation mode cannot be used when the original is placed in the feeder.

⊘ NOTE

To make two-sided copies of books or bound originals, use the Book▶2-Sided copying feature in the 2-Sided mode. (See "Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)," on p. 7-25.)

1 Press [Scan Originals] → [2-Page Separation].

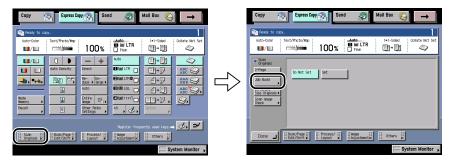


- 2 Press [Set].
- 3 Press [Done].

Copying Separately-Set Originals (Job Build)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Job Build," on p. 4-51.

- The 2-Sided Original mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy settings beforehand, according to the type of originals and the desired result.
- If you place the originals in the feeder, remove each original from the original output area when scanning is complete.
- When copying, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, 2-Sided Original mode, original type, copy exposure, color mode, and copy ratio. However, if you specify the Image Combination mode with the Job Build mode, you cannot change the original type, copy exposure, color mode, and copy ratio.
- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.
- **1** Press [Scan Originals] → [Job Build].

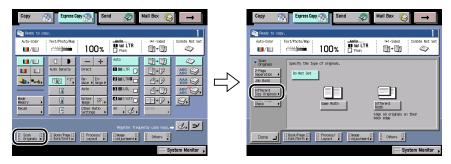


- 2 Press [Set].
- **3** Press [Done].

Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Different Size Originals," on p. 4-49.

- All originals placed together in the feeder must be the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths.
- Set different size originals with different widths and lengths in the following combinations. Other combinations may damage the originals.
 - 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths in the feeder, the originals may move slightly
 when fed to the platen glass. As a result, the images may be scanned and copied as
 slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- Stapling cannot be performed if you place originals with different widths.
- **1** Press [Scan Originals] → [Different Size Originals].

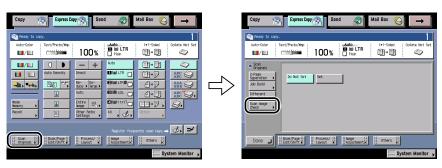


- 2 Select the type of originals.
- 3 Press [Done].

Copying while Verifying Scanned Images (Scan Image Check)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Scan Image Check," on p. 4-54.

- IMPORTANT
 - When 1►2-Sided is set, two-sided copying is not performed and the machine copies each original at a time.
 - The originals must be set on the platen glass. You cannot copy using Scan Image Check mode with the originals set in the feeder.
 - **1** Press [Scan Originals] → [Scan Image Check].



- 2 Press [Set].
- **3** Press [Done].

Book/Page Edit/Shift Settings

This section describes the functions that you can use from [Book/Page Edit/Shift] on the Express Copy Basic Features screen. This screen enables you to make copies for use as a booklet with the Booklet mode, make copies with the original image shifted with the Shift mode, and so on. Press [Book/Page Edit/Shift] to set these modes.





IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-6.



- The Book/Page Edit/Shift screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.
- To cancel the settings for each function, press [Do Not Set].

Modes in [Book/Page Edit/Shift]

- ① Front Cover/Back Cover
 - This mode enables you to program the machine to automatically add front and back covers using a different type of paper stock from what is used for the main text. (See "Making a Copy with Front and Back Covers," on p. 7-48.)
- 2 Paper Insertion
 - This mode enables you to program the machine to automatically add sheet insertions or chapter pages using a different type of paper stock from what is used for the main text. (See "Making a Copy with Inserted Sheets," on p. 7-49.)

3 Booklet

This mode enables you to copy one-sided or two-sided originals in such a way that the copies are made into a booklet. (See "Making Copies for Use as a Booklet (Booklet)," on p. 7-51.)

4 Page Numbering

Documents can be copied with page numbers (numbers only, numbers surrounded by hyphens, or chapter numbers). (See "Page Numbering," on p. 7-54.)

⑤ Copy Set Numbering

This mode enables you to copy a document with a five digit serial number in the background on each page. (See "Copy Set Numbering," on p. 7-55.)

6 Watermark

This mode enables you to copy a watermark and user-defined text onto the output. (See "Watermark," on p. 7-56.)

(7) Print Date

This mode enable you to copy the date onto the output. (See "Print Date," on p. 7-57.)

8 Shift

This mode enables you to make copies with the entire image shifted to the center or a corner. (See "Making Copies with the Original Image Shifted (Shift)," on p. 7-58.)

(9) Margin

This mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode when you want the copies placed in a ring binder. (See "Making Copies with Margins (Margin)," on p. 7-60.)

Adding Front and Back Covers, Sheet Insertions, and Chapter Pages to Copy Sets (Front Cover/Back Cover) (Paper Insertion)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Cover/Sheet Insertion," on p. 4-11.



- If you select the Staple mode when an optional finisher is attached, you cannot staple more than 30 sheets of 11" x 17", LGL, or LTRR paper, or 50 sheets of LTR or EXEC paper, including sheet insertions.
- If you are using labels or tracing paper, you cannot copy onto the front cover, back cover, or sheet insertions. However, you can copy on the inside of the back cover.

Making a Copy with Front and Back Covers

1 Press [Book/Page Edit/Shift] → [Front Cover/Back Cover].





Select the front cover and/or back cover.

- ☐ Select the desired Front Cover/Back Cover feature.
- ☐ Press [Paper Select] → select the paper source.

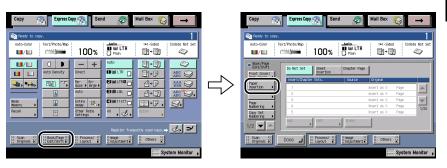
IMPORTANT

- Select the same sized paper for [Front Cover] and [Back Cover]. If you set [Paper Insertion], select the same sized paper as the front and back covers.
- When you select [Front Cover], [Back Cover], [Paper Insertion], if the paper size for one feature is changed to another size, the other two features are changed.
 However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.
- ☐ Select whether to copy on the front cover and/or back cover.

3 Press [Done].

Making a Copy with Inserted Sheets

1 Press [Book/Page Edit/Shift] → [Paper Insertion].



2 Select the desired paper insertion feature ([Sheet Insertion] or [Chapter Page]) → press [Add].

You cannot select [Sheet Insertion] and [Chapter Page] at the same time.

To check/change a specific setting, press $[\[\] \]$ or $[\[\] \]$ to scroll to the desired page \rightarrow select the page \rightarrow press $[\[\] \]$ respectively.

To erase a specific setting, press $[\P]$ or $[\blacktriangle]$ to scroll to the desired page \to select the page \to press [Erase].

Enter the page number where you want sheet insertions or chapter pages to be inserted.

- ☐ Enter the page number where you want the sheet insertion added using ⑥ ⑥ (numeric keys).
- ☐ Press [Paper Select] → select the paper source.

(III) IMPORTANT

- Select the same sized paper for [Sheet Insertion] (or [Chapter Page]). If you set [Paper Insertion], select the same sized paper as the front and back covers.
- When you select [Front Cover], [Back Cover], [Sheet Insertion] (or [Chapter Page]), if the paper size for one feature is changed to another size, the other two features are changed. However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.
- ☐ Select whether to print on the front side, back side, or both sides of the paper. If you set [Chapter Page], you cannot set the side of paper to print on.
- □ Press [OK].

IMPORTANT

You cannot insert the sheet insertion and chapter page on the first page. Set their positions starting from the second page.

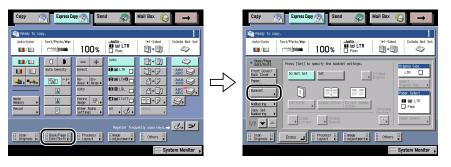
Making Copies for Use as a Booklet (Booklet)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Booklet Mode," on p. 4-19.

IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- Saddle stitching is not performed when there is only one sheet.
- The Saddle Stitch and Divided Booklet modes can be set only if the optional Saddle Finisher-Y2 is attached.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.
- Make sure to place originals with a vertical (portrait) orientation vertically. If these
 originals are placed horizontally, the even numbered pages will be printed upside down.
- When printing on special types of paper, such as heavy paper or transparencies, be sure
 to correctly set the paper type, especially if you are using heavy paper. If the type of
 paper is not set correctly, it could adversely affect the quality of the image. Moreover, the
 fixing unit may become dirty, or the paper could jam, and a service repair may be
 needed.

1 Press [Book/Page Edit/Shift] → [Booklet].



2 Press [Set] → specify each setting.

- \square Press [Select Original Size] \rightarrow set the size of the original to scan.
- ☐ If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK].
- □ Press [Paper Select] → select the paper source to use for the main document
 → press [Done].

If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] → select the paper type and press [OK] → press [Done]

☐ If you want to add a cover, press [Add Cover].

Select whether to print on the cover and the paper source to use for the cover → press [OK].

If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type → press [Done].

IMPORTANT

- The paper used for the cover page must be the same paper size as that which is used for copying the main document.
- If you are using Heavy 1 or Heavy 2 paper for the cover sheets, you can only print on the inside of the front cover or inside of the back cover.
- 17 to 28 lb bond (64 to 105 g/m²) paper can be used for the main document.
- Only the following paper can be used for the cover pages, if you are printing on the cover pages:
 - If [Print] is selected for <Front Cover> or <Back Cover>: 17 to 28 lb bond (64 to 105 g/m²)
 - If [Print] is selected for <Front Inside Cover> or <Back Inside Cover>: 17 lb bond to 80 lb cover (64 to 220 g/m²)
- ☐ Select whether to saddle stitch the booklet.
- ☐ If you select [Divided Booklet], enter the number of sheets that you want to divide by pressing [-] or [+] \rightarrow press [OK].
- ☐ If the printing position of the image is out of place, and you want to set the creep (displacement) correction, press [Creep Correct] → select [Auto] or [Manual] → press [OK].

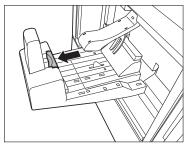
If you select [Manual], press [▼] or [▲] to adjust the correction width.

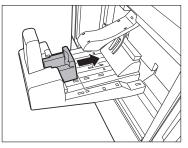
IMPORTANT

The maximum number of sheets, including cover sheets, that can be saddle stitched is:

- 15 sheets (17 to 20 lb bond (64 to 80 g/m²))
- 10 sheets (20 to 28 lb bond (81 to 105 g/m²))

$oldsymbol{3}$ Set the Booklet Tray guide to match the paper size.





12" x 18", 11" x 17", or LGL

LTRR

IMPORTANT

Make sure to set the Booklet Tray guide correctly to match the paper size. Setting the Booklet Tray guide incorrectly may result in a paper jam.



NOTE

If the optional Saddle Finisher-Y2 is not attached, this step is unnecessary.

4 Press [Done].

Page and Copy Set Numbering (Page Numbering) (Copy Set Numbering)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Page and Copy Set Numbering," on p. 4-95.

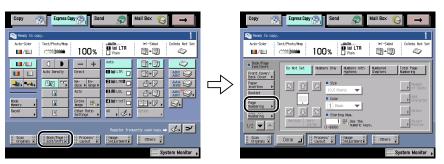


IMPORTANT

Printing performance may not be optimal in the Page Numbering or Copy Set Numbering mode, depending on the scanned original and combination of copy modes.

Page Numbering

1 Press [Booklet/Page Edit/Shift] → [Page Numbering].



- Select the type of numbering ([Numbers Only], [Numbers with Hyphens], [Numbered Chapters], or [Total Page Numbering]) → specify each setting.
 - ☐ Select the orientation and the position of the page numbers.
 - ☐ Press [Option], you can select the position of the page number for the backside and whether to count the inserted sheets.
 - ☐ If you select [Number of Digits], enter the size of page number by pressing [-] or [+] → press [OK].
 - ☐ If you select [Add Character], set the character and position for page numbering → press [OK].

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from Additional Functions beforehand.

- ☐ If you want to adjust the print position, press [Adjust Position] → press [X] and [Y] → press [-] or [+] to set their respective positions → press [Done].
- ☐ Set the page number to start numbering, size and color of the page numbers.

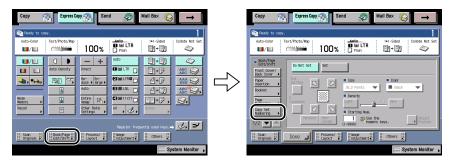
If you want to insert chapter numbers along with page numbers, specify the starting chapter number on the left, and the starting page number on the right (1 to 9,999).

If you want to insert the total page number along with page numbers, specify to have the page numbers start on the left side (1 to 9,999), and the total page number starts on the right side (1 to 20,000). To set the total page number automatically, press [Auto].

3 Press [Done].

Copy Set Numbering

Press [Book/Page Edit/Shift] → [Copy Set Numbering].



- Press [Set] → specify each setting.
 - ☐ Select the orientation and print position of the copy set numbers.
 - □ If you want to adjust the print position, press [Adjust Position] → press [X] and [Y] → press [-] or [+] to set their respective positions → press [OK].
 - ☐ Set the starting page number, size, density, and color of the page numbers.
- **3** Press [Done].

Printing a Watermark and Date (Watermark/Print Date)

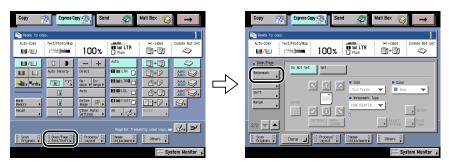
For instructions on this procedure using the Regular Copy Basic Features screen, see "Printing a Watermark and Date," on p. 4-102.

IMPORTANT

Printing performance may not be optimal in the Watermark mode, depending on the scanned original and combination of copy modes.

Watermark

1 Press [Book/Page Edit/Shift] → [Watermark].



2 Press [Set] → specify the settings.

- ☐ Set the watermark orientation and position.
- ☐ Select the text size, the desired preset watermark, and the color.
- □ If you want to create a user-defined watermark, press [Create] from the Watermark Type drop-down list → press [Enter] → enter the text → press [OK].

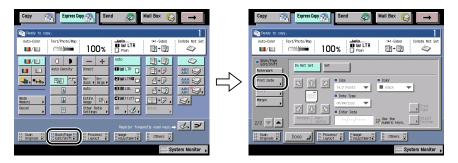
You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

- \square Press [Print Type] \rightarrow select the desired print type.
 - You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can adjust the halftone density by pressing [Light] or [Dark].
- □ Press [Option] → set the page to print on and the position to print on the back side of the paper.
- ☐ If you want to adjust the print position, press [Adjust Position] \rightarrow press [X] and [Y] \rightarrow press [-] or [+] to set their respective positions \rightarrow press [OK].

3 Press [Done].

Print Date

1 Press [Book/Page Edit/Shift] → [Print Date].



- Press [Set] → specify each setting.
 - ☐ Set the number orientation and position.
 - ☐ Select the number size, date format, and character color.
 - Specify the date.
 - ☐ Press [Print Type] → select the desired printing type.

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

- ☐ If you want to adjust the print position, press [Adjust Position] → press [X] and
 [Y] → press [-] or [+] to set their respective positions → press [OK].
- 3 Press [Done].

Making Copies with the Original Image Shifted (Shift)

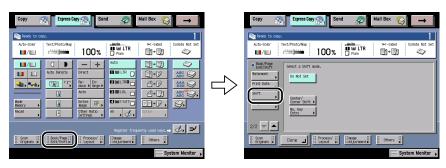
For instructions on this procedure using the Regular Copy Basic Features screen, see "Shifting the Original Image," on p. 4-34.



- If [Center/Corner Shift] is selected, and the original and the copy paper are the same size and the copy ratio is set at 100%, the image of the original is not shifted.
- If you use the numeric keys to enter the shift position, the original image may be partially cut off on the copy, depending on the size of the original, the size of the copy paper, and the amount of shift specified.

Making Copies with the Original Image Shifted to the Center or a Corner

1 Press [Book/Page Edit/Shift] → [Shift].



Press [Center/Corner Shift] → select the shift direction with an arrow key.

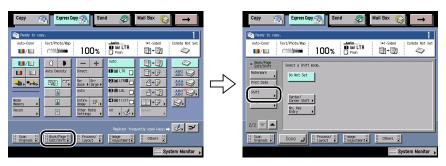
The shift direction is the direction that you want the original image moved to, if you visualize the original image as being face up and appearing in the center of the copy image.

Making Copies with the Original Image Shifted Using the Numeric Keys



For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 Press [Book/Page Edit/Shift] → [Shift].



- 2 Press [No. Key Entry] → press [Settings] under <Front Side> or <Back Side> → select the shift direction → enter the desired value ① ② (numeric keys).
- **3** Press [Done].

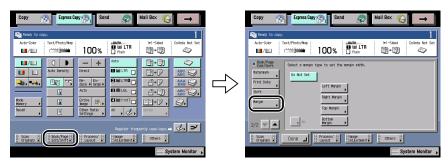
Making Copies with Margins (Margin)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Margin Mode," on p. 4-38.

IMPORTANT

When the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. When copying an original image that extends to the edge of the sheet, part of that image will be cut off.

1 Press [Book/Page Edit/Shift] → [Margin].



2 Select the desired margin type → set the margin width.

Press [-] or [+] to set the margin width (-1.15/16" to +1.15/16" (-50 mm to +50 mm)) of the front and back side of the paper.

IMPORTANT

- If you are using the Margin and 2-Sided modes together and copying an original that already has margins, follow the instructions below:
 - 1▶2-Sided: Set the margin for the back only.
 - 2▶2-Sided: You do not need to set a margin. Proceed to make copies in the usual way.
 - 2▶1-Sided: Set the margin for the back only.
- If you are using the Margin and 2-Sided modes together and copying an original that does not have a margin, follow the instructions below:
 - 1▶2-Sided: Set the margin for both the front and back.
- 2▶2-Sided: Set the margin for both the front and back.
- 2▶1-Sided: Set the margin for both the front and back.

Process/Layout Settings

This section describes the functions that you can use from [Process/Layout] on the Express Copy Basic Features screen. This screen enables you to automatically reduce multiple originals to fit onto one side or both sides of a selected paper size with the Image Combination mode, erase shadows and lines that appear when copying (scanning) with the Frame Erase mode, and so on. Press [Process/Layout] to set these modes.





IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-6.



- The Process/Layout screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.
- To cancel the settings for each function, press [Do Not Set].

Modes in [Process/Layout]

① Image Combination

This mode automatically reduces two, four, or eight originals, two-sided originals, or the facing pages of a book to fit onto one side or both sides of a selected paper size. (See "Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)," on p. 7-64.)

② Form Composition Form Composition is a function that superimposes an image (image form) previously scanned, registers it in the memory of the machine, and places it on the image of the original. (See "Composing Images (Form Composition)," on p. 7-65.)

③ Secure Watermark

This mode enables you to embed hidden text in the background of copies. (See "Embedding Hidden Text in the Background," on p. 7-67.)

(4) Area Designation

This mode enables you to frame areas to copy, or areas to blank out in the scanned image. You can designate up to four different areas using the edit pen on the preview screen, or the numeric keys. (See "Making Copies of a Designated Area (Area Designation)," on p. 7-68.)

5 Image Repeat

You can repeatedly copy the image of an original in either the vertical or horizontal direction. (See "Making Copies by the Original Image Repeated (Image Repeat)," on p. 7-71.)

6 Frame Erase

This mode erases shadows and lines that appear when copying various types of originals. (See "Erasing Shadows and Frame Lines from Copies (Frame Erase)," on p. 7-73.)

(7) Transparency Interleaving

Use this mode when copying onto transparencies fed from the stack bypass. The machine automatically interleaves a sheet of paper between each transparency. (See "Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)," on p. 7-76.)

8 Nega/Posi

This mode enables you to make copies of the original image by inverting the hues and gradations. (See "Inverting Original Images (Nega/Posi)," on p. 7-78.)

9 Mirror Image

This mode enables you to copy the image of the original as if it is reflected in a mirror or reversed. (See "Making Copies with the Original Image Reversed (Mirror Image)," on p. 7-79.)

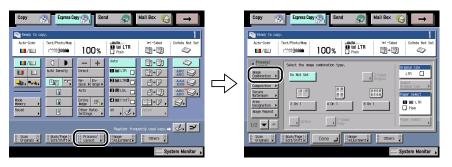
Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Combination," on p. 4-31.

IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).
- Originals copied using the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.
- Before scanning the next original (between jobs), you can set or change settings for the number of copy sets and 2-Sided Original mode.

1 Press [Process/Layout] → [Image Combination].



2 Specify each setting.

- ☐ Select the desired image combination type ([2 on 1], [4 on 1], or [8 on 1]).
- ☐ Press [Option] to select the order of the layout → select the image order.
- ☐ Press [Select Original Size] → specify the original size.
- □ Press [2-Sided Original] to scan two-sided originals → select the type of 2-sided originals.
- □ Press [2-Sided Copy] to make two-sided copies → select the type of two-sided orientation.
- ☐ Press [Paper Select] → select the paper source.

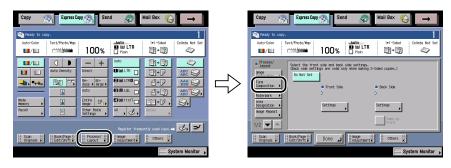
Composing Images (Form Composition)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Composing Images," on p. 4-87.

IMPORTANT

- To copy in the Form Composition mode, the Image form must be stored in the memory of the machine. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- The Form Composition mode can be used with other copy modes to process images.
 However, copy modes other than the Shift mode are effective on the copied images, and not on the stored image forms.
- Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.
- Printing performance may not be optimal in the Form Composition mode, depending on the scanned original and image form.
- The exposure of CMYK format images for Form Composition may become lighter when copying with the Form Composition mode.

1 Press [Process/Layout] → [Form Composition].



2 Press [Settings] for <Front side> or <Back side>.

To superimpose a different image on both sides of a sheet, it is necessary to set the 2-Sided mode.

To impose the same image on both sides of the sheet, specify the settings for the front side \rightarrow press [Same as Front].

Select an image form to be superimposed over the original.

To check the images stored as forms, press [Check Print], and Image forms stored in the RGB color format are indicated with a icon. Image forms stored in the CMYK color format are indicated with a 🖫 icon. (Color image forms are indicated with a color icon.)

If you press [Details], the detailed information of the image form is displayed.

- If [Check Print] is pressed:
 - □ Select the paper size → press [Start Print]. Press [Cancel] to cancel the check print.
- Select form composition type and color mode.
 - If you select [Transparent Image]:
 - Press [-] or [+] to adjust the halftone density.
 - If you select [Single Color] from the Color Mode drop-down list:
 - □ Select a color → press [OK].
- IMPORTANT

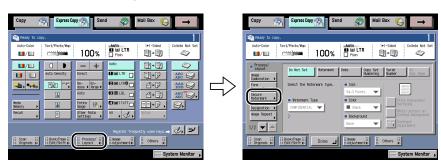
Only the Auto-Color Select mode can be set for image forms in the CMYK color format.

Embedding Hidden Text in the Background

For instructions on this procedure using the Regular Copy Basic Features screen, see "Embedding Hidden Text in the Background," on p. 4-90.

IMPORTANT

- You cannot adjust the exposure during copying if the Secure Watermark mode is set.
- The embedded hidden text may not appear as specified even if the copy with the Secure Watermark mode applied is copied, depending on the copy machine.
- The Secure Watermark mode is available only if the optional Secure Watermark is activated.
- Printing performance may not be optimal in the Secure Watermark mode, depending on the selected document and combination of printing modes.
- **1** Press [Process/Layout] → [Secure Watermark].



- 2 Select the type of Secure Watermark (Watermark, Date, Copy Set Numbering, Serial Number, ID/User Name) → set the various items for the desired type of Secure Watermark.
 - □ If you want to create your own Secure Watermark, select [Create] from the Watermark Type drop-down list → press [Enter] → enter the text → press [OK].
 You can also select the text which has been registered in Perioter Characters

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

IMPORTANT

If you want to register your newly created Secure Watermark to be selected whenever necessary, press [Register] → enter the text to be registered.

☐ Select the background pattern, color, and size of the text.

To use white letters on a colored background, press [White Letters on Colored Background].

To change the orientation of characters, press [Print Characters Vertically].

3 Press [Done].

Making Copies of a Designated Area (Area Designation)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Area Designation," on p. 4-62.

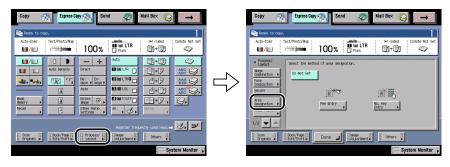


- To use Area Designation (Framing) with the Image Repeat mode, first specify the Image Repeat mode, and then designate the desired area. Only one area can be designated.
- If the designated area is too small, the color original may be scanned in the Black mode even if the color mode is set to 'Auto-Color Select'.

Using the Edit Pen

- IMPORTANT
 - You can designate only one polygonal area at a time.
 - You cannot designate a rectangular area and a polygonal area at the same time.
 - You cannot copy or scan documents with the Area Designation mode if you place your originals in the feeder.

1 Press [Process/Layout] → [Area Designation].



Press [Pen Entry].

- 3 Press [Start Scan].
- IMPORTANT

Confirm that the original is placed on the platen glass.

- 4 Designate the area using the edit pen.
- IMPORTANT

You cannot designate a rectangular area and a polygonal area at the same time.

- To designate a rectangular area with two points:
 - ☐ Designate two opposing points with the edit pen.

You can designate up to four different areas.

- To designate an area with multiple points:
 - ☐ Press [Multi-point] → specify the area with the edit pen.
 - ☐ After designating the last point, press [Fix Multipoints].
 You can designate up to 10 points.
- IMPORTANT
 - If you select [Multi-point], only one area can be designated at a time.
- **5** Press [Framing] or [Blanking].

Details of each item are shown below.

[Framing]: Copy only the contents of the designated area while discarding the rest of the original.

[Blanking]: Copy the original by blanking out the contents of the designated area.

If you want to use different settings for different areas, select the area by pressing the appropriate area key \rightarrow select [Framing] or [Blanking].

- **6** Press [Preview] → check the designated area → press [Done].
- 7 Press [Next] → select [Shift center] or [Do not shift center].

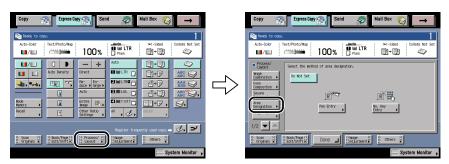
If only [Blanking] is selected, this step is unnecessary. Skip to step 8.

Press [OK] → [Done].

If you need to designate the same area for multiple originals, remove the original from the platen glass \rightarrow place all of the originals in the feeder \rightarrow press \bigcirc (Start).

Using the Numeric Keys

Press [Process/Layout] → [Area Designation].



Press [No. Key Entry].

- **IMPORTANT**
 - Before performing the next step, you must manually measure the size and position of the area that you want to designate on the original.
 - When you measure the XY values, always start measuring from the image out to the right side edge of the original, and up to the top of the original. These measurements tell the machine the desired framed area's size and position.
- Press [X1], [X2], [Y1], and [Y2] \rightarrow use \bigcirc \bigcirc (numeric keys) to specify the respective measurements.
 - [X1]: The distance of the area's right border to the original's right edge.
 - [X2]: The distance of the area's left border to the original's right edge.
 - [Y1]: The distance of the area's top border to the original's top edge.
 - [Y2]: The distance of the area's bottom border to the original's top edge.

You can designate up to four areas.

4 Press [Framing] or [Blanking].

Details of each item are shown below.

[Framing]: Copy only the contents of the designated area while discarding the rest of the original.

[Blanking]: Copy the original by blanking out the contents of the designated area.

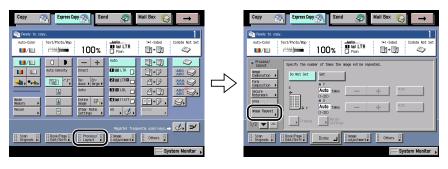
- **5** Press [Next] → select [Shift center] or [Do not shift center]. If only [Blanking] is selected, this step is unnecessary. Skip to step 6.
- 6 Press [OK] → [Done].

Making Copies by the Original Image Repeated (Image Repeat)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Repeat," on p. 4-57.



- To use Area Designation (Framing) with the Image Repeat mode, first specify the Image Repeat mode, and then designate the desired area. Only one area can be designated.
- If the color mode is set to 'Auto-Color Select', and the number of times the image to be repeated is set to too many or the designated area is too small, the color original may be scanned in the Black mode.
- **1** Press [Process/Layout] → [Image Repeat].



Press [Set] → set the number of times you want the image to repeat for both the horizontal and vertical directions.

Press [Auto] to set the number of times the image will repeat automatically. To make repeated images with the number of repeats automatically set, select the paper size. The original image is then copied so that the maximum number of images possible fits onto the selected paper size.

Press [-] or [+] to set the number of times the image will repeat manually.

If you want to specify the amount of space between repeated images, press [Margin Settings].

If you want only a designated area on the original to be repeated, press [Framing].

(III) IMPORTANT

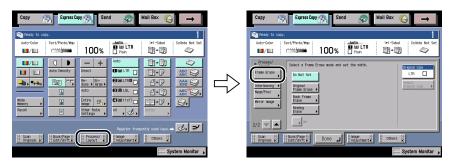
Depending on how many times you have manually set the image to repeat, some of the images may overlap.

Erasing Shadows and Frame Lines from Copies (Frame Erase)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Frame Erase," on p. 4-41.

Making Copies by Erasing the Frame around the Original (Original Frame Erase)

1 Press [Process/Layout] → [Frame Erase].



2 Press [Original Frame Erase] → select the original size → set the frame width area to erase by pressing [-] or [+].

The frame area is erased evenly (based on the value you set) around each edge of the original. To set different frame erase width values for the top, right, left, and bottom sides of the original independently, press [Adjust Each Dim.].

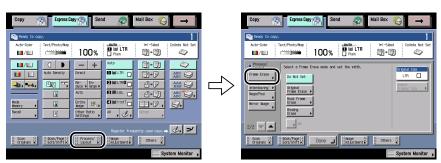
If you press [Adjust Each Dim.], select the frame erase values by pressing [-] or [+].

(IMPORTANT

You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.

Making Copies by Erasing the Book Frame (Book Frame Erase)

Press [Process/Layout] → [Frame Erase].



Press [Book Frame Erase] → select the facing-page original size → press [Center] and [Sides] → set the frame width to erase by using [-] or [+].

The frame area to be erased is uniformly set for all sides of the original. To set the value independently for all sides of the original, press [Adjust Each Dim.].

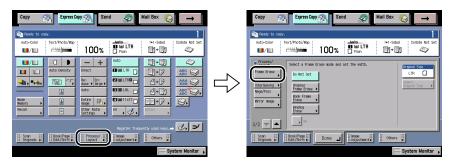
If you select [Adjust Each Dim.], press [Top], [Left], [Center], [Right], and [Bottom] to set the frame width to erase by using [-] or [+].

IMPORTANT

You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.

Making Copies by Erasing Binding Holes (Binding Erase)

- IMPORTANT
 - Do not place originals with binding holes in the feeder, as this may damage the originals.
 - When using the Binding Erase mode, the borders you do not select are also erased by 1/8" (4 mm).
 - **1** Press [Process/Layout] → [Frame Erase].



IMPORTANT

Place your original on the platen glass.

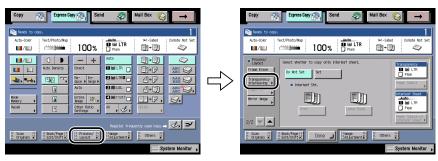
Press [Binding Erase] → designate the area of the binding holes on the original.

The border is where the binding holes are located on the original, if you visualize the original as being face up.

Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Transparency Interleaving," on p. 4-28.

- IMPORTANT
 - Even if an optional finisher is attached, you cannot use any of the Finishing modes with the Transparency Interleaving mode.
 - Only LTR is available for the Transparency Interleaving mode.
 - 1 Press [Process/Layout] → [Transparency Interleaving].



If you selected [Transparency], press [Overhead Project. Type] and select either [Transmissive] or [Reflective].

2 Press [Set].

To switch the paper source for transparencies, press [Paper Select] \rightarrow select the paper source.

If the following screen is displayed, perform either of the following procedures in Common Settings (from the Additional Functions screen) (See Chapter 4, "Customizing Settings," in the *Reference Guide*.):

- Set Register Paper Type for the selected paper source to 'Transparency'.
- Set the paper type setting to 'Transparency' if Stack Bypass Standard Settings is set to 'On'.



IMPORTANT

Make sure that transparencies are loaded into the selected paper source. Loading paper types other than transparencies may result in a paper jam.

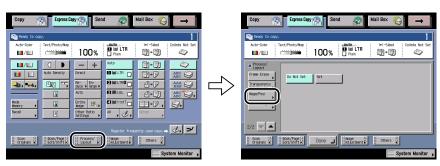
3 Specify the settings for the interleaf sheets.

- □ Decide whether to copy on the interleaf sheet, or leave the interleaf sheet blank.
- □ Press [Paper Source of Interleaf Sheet] → select the size of the interleaf sheets.

Inverting Original Images (Nega/Posi)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Inverting Images (Nega/Posi)," on p. 4-56.

Press [Process/Layout] → [Nega/Posi].

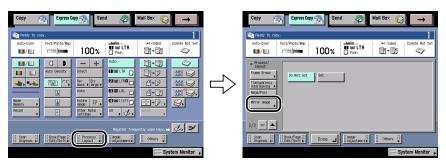


- Press [Set].
- Press [Done].

Making Copies with the Original Image Reversed (Mirror Image)

For instructions in Copy Basic Features Screen, see "Mirror Image," on p. 4-61.

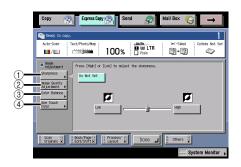
1 Press [Process/Layout] → [Mirror Image].



- **2** Press [Set].
- **3** Press [Done].

Image Adjustment Settings

This section describes the functions that you can use from [Image Adjustment] on the Express Copy Basic Features screen. This screen enables you to adjust the contrast of the image with the Sharpness mode, adjust the color of the image with the Color Balance mode, and so on. Press [Image Adjustment] to set these modes.



IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-6.



To cancel the settings for each function, press [Do Not Set].

Modes in [Image Adjustment]

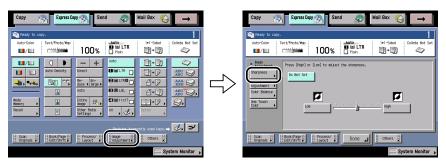
- Sharpness
 - This mode enables you to make copies of original images with a sharper contrast or a softer contrast. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-81.)
- ② Image Quality Adjustment This mode enables you to erase the background color of the original and to prevent the original image on the reverse side of thin originals from appearing on the copies. (See "Adjusting the Image Quality (Image Quality Adjustment)," on p. 7-82.)
- ③ Color Balance This mode enables you to adjust the color by changing the relative strength and density of yellow, magenta, cyan, and black. (See "Adjusting the Color (Color Balance)," on p. 7-83.)

④ One Touch Color This mode enables you to change the color tones, saturation, or density by selecting the look of the image with just one touch of a key. (See "Specifying the Look of the Image (One Touch Color)," on p. 7-84.)

Making Sharp Contrast Copies (Sharpness)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Adjusting the Contrast (Sharpness)," on p. 4-85.

1 Press [Image Adjustment] → [Sharpness].



- **2** Adjust the sharpness by pressing [Low] or [High].
- *3* Press [Done].

Adjusting the Image Quality (Image Quality Adjustment)

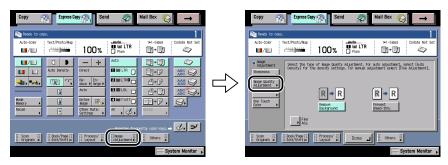
For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Quality Adjustment," on p. 4-70.

IMPORTANT

- If [A] (Auto) is selected as the scan/copy exposure on the Scan screen or the Copy Basic Features screen, pressing [Image Qual. Adjustment] and making fine adjustments cancels the automatic copy/scan exposure setting. Similarly, if you select [A] (Auto) for the scan/copy exposure setting when image quality adjustments have been made, the Image Quality Adjustment mode is canceled and the automatic exposure is used instead.
- To automatically adjust the quality of the background, select [A] (Auto) for the scan/copy exposure. (See "Automatic Exposure Adjustment," on p. 3-5.)

Remove Background

Press [Image Adjustment] → [Image Quality Adjustment].



Press [Remove Background].

If you want to make fine adjustments to the density of the background color, press [Fine Adj.].

Press [Done].

Prevent Bleeding

- **1** Press [Image Adjustment] → [Image Quality Adjustment].
- Press [Prevent Bleed-thru].

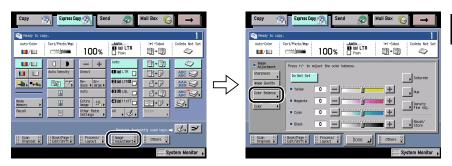
If you want to make fine adjustments to the density, press [Fine Adj.].

3 Press [Done].

Adjusting the Color (Color Balance)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Adjusting the Color," on p. 4-73.

1 Press [Image Adjustment] → [Color Balance].



2 Press [-] or [+] to adjust the strength of each color.

If you want to adjust the saturation level, press [Saturatn] \rightarrow specify the setting.

If you want to adjust the hue level, press [Hue] → specify the setting.

If you want to make fine adjustments for each color, press [Density Fine Adj.] \rightarrow specify the setting.

To register the specified color balance settings, press [Recall/Store] \rightarrow select the key to recall color balance settings from \rightarrow press [Register].

To recall the specified color balance settings, press [Recall/Store] \rightarrow select a key that already has settings stored on it.

To name the specified color balance settings, press [Recall/Store] \rightarrow select a key that already has settings stored in it \rightarrow press [Register Name].

To erase the specified color balance settings, press [Recall/Store] → select a key that already has settings stored in it \rightarrow press [Erase].

Press [Done].

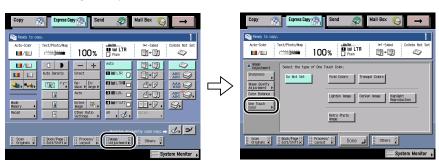
Specifying the Look of the Image (One Touch Color)

For instructions on this procedure using the Regular Copy Basic Features screen, see "One Touch Color Mode," on p. 4-82.

IMPORTANT

One Touch Color mode settings are actually preset color balance settings. Therefore, if you change the One Touch Color mode settings, any color balance settings that you may have made are also changed.

Press [Image Adjustment] → [One Touch Color].



- Select the desired One Touch Color type.
- Press [Done].

Making Copies with Job Done Notice (Others)

This section describes the functions that you can use from [Others] on the Express Copy Basic Features screen. This screen enables you to specify the Job Block Combination, Store in User Inbox, and Job Done Notice modes. Press [Others] to set these modes.



IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-6.



To cancel the settings for each function, press [Do Not Set].

Modes in [Others]

- Job Block Combination
 - This mode enables you to scan multiple batches of originals with different copy settings and print them as one document. (See "Combining Multiple Batches of Originals with Different Copy Settings (Job Block Combination)," on p. 7-86.)
- Store In User Inbox This mode enables you to store scanned originals in a User Inbox from the Express Copy Basic Features screen. (See "Storing Scanned Originals with Copy Settings in a User Inbox (Store In User Inbox)," on p. 7-89.)
- 3 Job Done Notice This feature enables you to send a <Job Done> notification to specified e-mail addresses when a copy job is complete. (See "E-mail Notification at the End of a Copy Job (Job Done Notice)," on p. 7-90.)

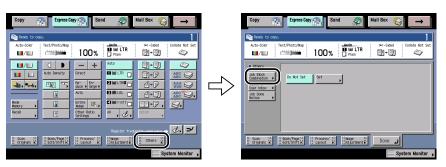
Combining Multiple Batches of Originals with Different Copy Settings (Job Block Combination)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Combining Multiple Batches of Originals with Different Copy Settings," on p. 4-107.

IMPORTANT

- You can use the Cover/Sheet Insertion mode for the combined document. You cannot use the Cover/Sheet Insertion mode for each batch of originals.
- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.
- You cannot make an Interrupt copy while copying with the Job Block Combination mode.
- You cannot store the Job Block Combination mode in Standard Settings.
- You cannot store the Job Block Combination mode in Mode Memory.
- You cannot recall the Job Block Combination mode.

1 Press [Others] → [Job Block Combination].



Press [Set] → specify the copy settings for the combined document → press [OK].

If you select special features before setting the Job Block Combination mode, the selected special features will be retained for the combined document.

For instructions on specifying copy settings and the available combinations of settings, see chapters 3 and 4.

For each batch of originals, specify the copy settings → press⊙ (Start).

For instructions on specifying copy settings and the available combinations of settings, see chapters 3 and 4.

If you are scanning two or more batches of originals, press [Recall Last Setting] to return to the copy settings for the previous batch.

4 Check the settings on the Scan screen.

You can change or specify the Color Mode, 2-Sided Original, Copy Ratio, Original Type or Copy Exposure mode before scanning the next batch of originals (i.e., between batches).

If you want to continue to scan another batch of originals without changing the copy settings, place your originals and press \odot (Start).

If you want to rescan or cancel the current batch of originals, press [Clear/Re-enter This Block] and repeat the procedure from step 3.

If you want to change the copy modes and scan another batch of originals, press [Next Block] and repeat the procedure from step 3.

When you have finished scanning all of your originals, press [Conf./Combine All Blocks].

You can also press [Conf.Blocks] in step 3 to proceed to step 6.

Combine the Batches of documents.

To check the copy settings for the combined document, press [Set. Conf. (Overall)]. To select all of the batches of originals, press [Select All]. However, if a batch of originals is already selected, this key changes to [Clear Selection]. To add another batch, press [Add Block] and repeat the procedure from step 3. Select the batches of originals in the order in which you want to combine them. ☐ To view the detailed information of a batch of originals, select the batch of originals → press [Details]. \square To erase a batch of originals, select the batch of originals \rightarrow press [Erase]. ☐ To make a sample print of a selected batch of originals or the combined document, press [Sample Print]. To make a sample print of a selected batch of originals, press [Sample Set of Selected Block]. To make a sample print of the combined document, press [Sample Set of Combined Job1. ☐ To use the Cover/Sheet Insertion mode for the combined document, press [Cover/Sheet Insertion]. ☐ To change the number of copies, enter the desired copy quantity. Press [Start Print]. for the combined document in step 2:

- If you selected [Copy upon Storing] in the Store In User Inbox mode
 - ☐ Press [Print/Store].

To store the combined document without printing, press [Store and Finish].

- If you selected the Store In User Inbox mode without setting [Copy upon Storing] for the combined document in step 2:
 - □ Press [Store].

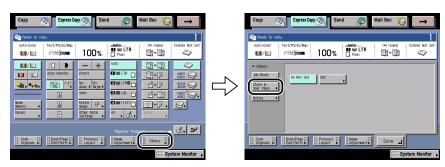
Storing Scanned Originals with Copy Settings in a User Inbox (Store In User Inbox)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Storing Scanned Originals with Copy Settings in a User Inbox," on p. 4-112.

IMPORTANT

- When you press (Stop) while copying in the Store In User Inbox mode and if the Store In User Inbox (Copy upon Storing) mode is not set, the job is not paused, but canceled.
- You cannot store documents in the Memory RX Inbox or a Confidential Fax Inbox. For instructions on storing documents in the Memory RX Inbox and Confidential Fax Inboxes, see Chapter 6, "Sending and Receiving Documents Using the Inboxes."

1 Press [Others] → [Store In User Inbox].



2 Press [Set] → select the User Inbox number → press [OK].

- ☐ If you want to name the document, press [Document Name] → enter a name for the document → press [OK].
- ☐ If you want to make copies of the scanned originals while storing them in the User Inbox, press [Copy upon Storing].

To store the scanned originals without copying them, press [Copy upon Storing] to clear the check mark.

3 Press [Done].

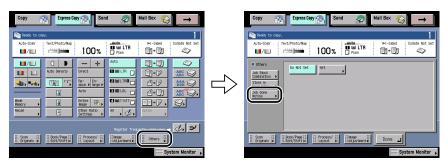
E-mail Notification at the End of a Copy Job (Job Done Notice)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Job Done Notice," on p. 4-47.

IMPORTANT

To send a job done notice, you need to store e-mail addresses in the Address Book beforehand. (See Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.)

1 Press [Others] → [Job Done Notice].



Press [Set] → select the destination to send the Job Done Notice.

If you select a destination that is stored with an access number, press [Access Number] and then enter the access number using • • • (numeric keys). If you press [No Access Number], the destinations that are not managed with an access number are displayed.

3 Press [Done].

8 CHAPTER

Customizing Settings

This chapter explains how to change the machine's default settings and customize them to suit your needs.

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What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.



NOTE

Settings specified from the Additional Functions screen are never changed when you press (Reset).

Press (Additional Functions).

The Additional Functions screen is displayed.

Select an Additional Functions setting.



Press a mode key to specify its settings.



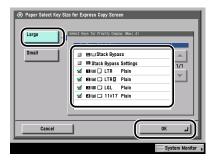
For an overview of all the settings you can change from the Additional Functions screen, see "Copy Settings Table," on p. 8-4 and "Mail Box Settings Table," on p. 8-12.



The Copy Settings screens consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.



Specify the desired mode → press [OK].



The selected mode is set.

Press [Done] repeatedly until the Basic Features screen appears.

Customizing Copy Settings

Copy Settings Table

The following items can be stored or set in Copy Settings from the Additional Functions screen.

Additional Functions	Available Settings	Delivered	Applicable Page
Paper Select Key Size for Express Copy Screen	Large*1: Four paper sources maximum (Stack Bypass, Stack Bypass Settings, 1: Paper Drawer 1, 2: Paper Drawer 2, 3: Paper Drawer 3, 4: Paper Drawer 4, 5: Paper Deck), Small	No	p. 8-5
Standard Key 1/2 Settings for Regular Screen	All modes (No settings*1)	No	p. 8-6
Standard Key Settings for Express Copy Screen	The number of the displayed Standard Keys: Up to 5 Set Keys*1/Up to 10 Set Keys All modes (No settings*1)	No	p. 8-7
Auto Collate*2	On*1/Off	Yes	p. 8-9
Auto Orientation	On*1/Off	Yes	p. 8-9
Standard Settings	Store, Initialize	No	p. 8-10
Initialize Copy Settings	Initialize	No	p. 8-11

^{*1} Indicates the default setting.

^{*2} Indicates items that appear only when the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).



- For instructions on setting the modes not described in this manual, refer to the other manuals listed in the front of this *Copying and Mail Box Guide*. (See "Manuals for the Machine," on p. ii.)
- The Copy Settings screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.
- Information that is delivered when the Device Information Delivery Settings mode is set, is marked with a "Yes" in the "Delivered" column. For instructions on setting the Device Information Delivery Settings mode, see Chapter 6, "System Manager Settings," in the Reference Guide.

Setting the Paper Select Key Size for the Express Copy Basic Features Screen

This feature enables you to set the order and number of paper sources and paper drawers to display for the paper select keys on the Express Copy Basic Features screen.

- 1 Press ⊚ (Additional Functions) → [Copy Settings] → [Paper Select Key Size for Express Copy Screen].
- 2 Select [Large] or [Small] → press [OK].

If you want to display all the paper drawers, press [Small].

- If you select [Large]:
 - ☐ Select the keys to display first.

You can select up to four paper sources.

Example: The large keys appear as shown below.



Example: The small keys appear as shown below.



Setting the Standard Keys for the Regular Copy Basic Features Screen

This feature is useful when you want to store frequently-used copy functions on the Regular Copy Basic Features screen.

You can store up to two Standard Keys in addition to the Copy Ratio, Finishing, and 2-Sided Mode kevs on the Regular Copy Basic Features screen, the Special Features screen, and the memory keys containing stored copy settings in Mode Memory.

Press ⊚ (Additional Functions) → [Copy Settings] → [Standard Key 1 Settings for Regular Screen].

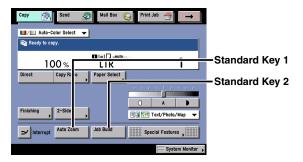
To set Standard Key 2, press [Standard Key 2 Settings for Regular Screen].

Display the group of functions to be stored as Standard Keys by pressing $[\mathbf{V}]$ or $[\mathbf{A}] \rightarrow$ select the desired function.

To cancel the Standard Key setting already stored, press [No Settings].

3 Select the desired mode to be stored as a Standard Key → press [OK].

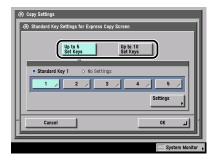
Example: The stored Standard Keys appear on the Regular Copy Basic Features screen as shown below.



Setting the Standard Keys for the Express Copy Basic Features Screen

This feature is useful when you want to store frequently-used copy functions on the Express Copy Basic Features screen.

- 1 Press ⊚ (Additional Functions) → [Copy Settings] → [Standard Key Settings for Express Copy Screen].
- 2 Select the number of Standard Keys that are displayed on the Express Copy Basic Features screen.



[Up to 5 Set Keys]: Displays a maximum of 5 Standard Keys.

[Up to 10 Set Keys]: Displays a maximum of 10 Standard Keys.

- Select the Standard Key to register → press [Settings].
- Display the group of functions to be stored as Standard Keys by pressing $[\mathbf{V}]$ or $[\mathbf{A}] \rightarrow$ select the desired function.

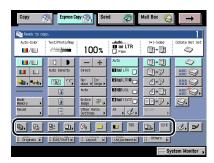
To cancel the Standard Key setting already stored, and press [No Settings].

Select the desired mode to be stored as a Standard Key → press [OK].

Example: The five stored Standard Keys are displayed as shown below.



Example: The ten stored Standard Keys are displayed as shown below.



Auto Collate

If Auto Collate is set to 'On', the machine automatically sets the Collate (Offset Collate) mode when originals are placed in the feeder. This is useful when making multiple sets of copies, because you do not need to remember to select the Finishing mode.

IMPORTANT

The Auto Collate mode is available only if the optional Feeder (DADF-L1) is attached (standard equipped for the Color imageRUNNER C3480i/C3080i).



If Auto Collate is set to 'On' and an optional finisher is attached, the Offset Collate mode is set. However, if no finisher is attached, the Collate mode is set instead.

- Press (๑) (Additional Functions) → [Copy Settings] → [Auto Collate1.
- Select [On] or [Off] → press [OK].

Auto Orientation

If Auto Orientation is set to 'On', the machine uses information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and automatically rotates the image, if necessary.

- Press (๑) (Additional Functions) → [Copy Settings] → [Auto Orientation].
- Select [On] or [Off] → press [OK].



- If LTR or STMT originals are enlarged onto 11" x 17" or LGL copy paper, Auto Orientation is not performed even if you select [On].
- Only the images of standard size originals, up to LTR paper, can be rotated when the copy ratio is set to 100%.
- If Automatic Paper Selection is set and the most suitable paper size is not available, the paper source that is loaded with paper of the same size, even if the orientation is different, is displayed as the optimal paper to use.

Changing the Current Standard Settings

The Standard Settings refer to a combination of copy modes that the machine automatically returns to after the power is turned ON, or when (2) (Reset) is pressed.

The Standard Settings can be changed to suit your needs, or restored to their default settings.



The default settings are:

- Copy Quantity: 1

- Paper Selection: Auto

- Exposure: Manual

- Original Type: Text/Photo/Map

- Copy Ratio: Direct

- Copy Function: 1▶1-Sided Copy - Color Mode: Auto-Color Select

Storing New Standard Settings

You can store your own copy settings as the Standard Settings.

To store your own standard settings, specify the desired settings on the Copy Basic Features screen and/or the Special Features screen, and then follow the procedure below.

- Press (๑) (Additional Functions) → [Copy Settings] → [Standard Settings].
- Press [Store].
- Press [Yes].

Initializing Standard Settings

You can restore the Standard Settings to their default settings.

- **2** Press [Initialize].
- **3** Verify the settings → press [Yes].

Restoring the Default Copy Settings

Modes that have been changed in Copy Settings (from the Additional Functions screen) can be restored to their default settings. (See "Copy Settings Table," on p. 8-4.)

- Press ⊚ (Additional Functions) → [Copy Settings] → [Initialize Copy Settings].
- Press [Yes].

Customizing Mail Box Settings

Mail Box Settings Table

The following items can be stored or set in Mail Box Settings from the Additional Functions screen.

Item	Settings	Delivered	Applicable Page
User Inbox Settings	Inbox Number: 00 to 99 Register Inbox Name: 24 characters maximum Password: Seven digit number Time until Document Auto Erase: 1, 2, 3, 6, 12 hours; 1, 2, 3*1, 7, 30 days; 0 (no limit) Print upon storing from the printer driver: On, Off*1 URL Send Settings Initialize	Yes* ²	p. 8-13
Standard Scan Settings	Store, Initialize	No	p. 8-16
Confidential Fax Inboxes Settings	Inbox Number: 00 to 49 Register Inbox Name: 24 characters maximum Password: Seven digit number URL Send Settings Initialize	Yes* ²	p. 8-18

^{*1} Indicates the default setting.

^{*2} Information is not delivered if a password is set for the inbox.



NOTE

- For instructions on how to set the modes or settings not described in this manual, refer to the other manuals that come with this machine. See "Manuals for the Machine," on p. ii.
- For instructions on setting the Memory RX Inbox, see Chapter 11, "System Manager Settings," in the Sending and Facsimile Guide.
- Information that is delivered when the Device Information Delivery Settings mode is set, is marked with a "Yes" in the "Delivered" column. For instructions on setting the Device Information Delivery Settings mode, see Chapter 6, "System Manager Settings," in the Reference Guide.

Setting/Storing a User Inbox

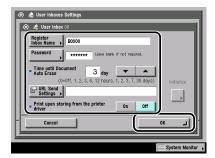
You can set and store a name and password for a User Inbox, as well as specify the time that has to elapse before the documents in that inbox are automatically erased.



- You can create up to 100 User Inboxes.
- The numbers for User Inboxes are 00 to 99.
- Setting a name for a User Inbox is optional.
- Setting a password for a User Inbox is optional.
- 1 Press ⊚ (Additional Functions) → [Mail Box Settings] → [User Inboxes Settings].
- 2 Select the desired User Inbox number.

If you enter User Inbox number using \odot - \odot (numeric keys), make sure to enter a two digit number \rightarrow press [OK].

3 Specify each setting → press [OK].



[Register Inbox Name]:

Press [Register Inbox Name] \rightarrow enter the new name \rightarrow press [OK].

[Password]:

If you want to set a password for this User Inbox, enter the password using \odot - \odot (numeric keys) \rightarrow enter the same number to confirm the password \rightarrow press [OK]. You can leave the password blank. You cannot store a password with only zeros as the number, such as <0000000>.

<Time until Document Auto Erase>:

Press [▼] or [▲] to set the time that has to elapse before documents in the selected User Inbox are automatically erased.

[URL Send Settings]:

If you set the machine to send a link via e-mail to the User Inbox in which the document is stored, you can check or perform operations on the document in the User Inbox, using the Remote UI (User Interface) of the machine. To send a link to a User Inbox via e-mail, press [URL Send Settings] → specify the destination → press [OK].

<Print upon storing from the printer driver>

You can select whether to print a document when it is sent from a computer and stored in an inbox. To print the document when it is stored in an inbox, select [On].



(III) IMPORTANT

- Since there is no way to check a stored password, make sure that you write down the password that you enter, and keep it in a safe place.
- If a password is already set for each User Inbox, you can specify [Time until Document Auto Erase] and [Print Upon Storing From the Printer Driver] settings of all the User Inboxes using [Setting for All User Inboxes] in System Settings (from the Additional Functions screen). However, if you update the settings for a User Inbox separately after using [Setting for All User Inboxes], the updated settings take preference over the settings set with [Setting for All User Inboxes]. (See Chapter 6, "System Manager Settings," in the Reference Guide.)



∧ NOTE

If Use Asterisks to Enter Access No./Password in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (*******). (See Chapter 6, "System Manager Settings," in the Reference Guide.)

Press [Done].

Initializing a User Inbox

You can restore a stored User Inbox name, password, and the document automatic erase time to their default settings.

IMPORTANT

You cannot initialize a User Inbox if there are documents still remaining in it.

- $\textbf{Press} \circledcirc \textbf{(Additional Functions)} \rightarrow \textbf{[Mail Box Settings]} \rightarrow \textbf{[User}$ Inboxes Settings].
- Select the User Inbox that you want to initialize.

If you enter User Inbox number using ① - ③ (numeric keys), make sure to enter a two digit number → press [OK].

- Press [Initialize].
- Press [Yes].
- Press [Done].

Standard Scan Settings

The Standard Scan Settings refer to a combination of scan settings that the machine automatically returns to after the power is turned ON, or when (2) (Reset) is pressed.

The Standard Scan Settings can be changed to suit your needs, or restored to their default settings.



The default settings are:

- Document Size: Auto

- Record Size: Auto

- Original Type: Text/Photo/Map

- Copy Ratio: Direct

- Color Mode: Auto-Color Select

Storing the Standard Scan Settings

You can store your own scan settings as the Standard Scan Settings.

To store your own standard scan settings, specify the desired settings on the Scan screen, then follow the procedure below. (See "Storing Originals into an Inbox," on p. 2-12.)

- Press (and (Additional Functions) → [Mail Box Settings] → [Standard Scan Settings].
- Press [Store].
- Press [Yes].

Initializing the Standard Scan Settings

You can restore the Standard Scan Settings to their default settings.

- [Standard Scan Settings].
- **2** Press [Initialize].
- **3** Verify the settings \rightarrow press [Yes].

Setting/Storing a Confidential Fax Inbox

You can set and store a name and password for any Confidential Fax Inbox.



- You can create up to 50 Confidential Fax Inboxes.
- The numbers for Confidential Fax Inboxes are 00 to 49.
- Setting a name for a Confidential Fax Inbox is optional.
- Setting a password for a Confidential Fax Inbox is optional.
- [Confidential Fax Inboxes Settings].
- Press the desired Confidential Fax Inbox number.

If you enter Confidential Fax Inbox number using ① - ③ (numeric keys), make sure to enter a two digit number → press [OK].

3 Specify each setting \rightarrow press [OK].



[Register Inbox Name]:

Press [Register Inbox Name] → enter a name → press [OK].

<Password>:

If you want to set a password for this Confidential Fax Inbox, enter the password using \odot - \odot (numeric keys) \rightarrow enter the same number to confirm the password \rightarrow press [OK]. You can leave the password blank. You cannot store a password with only zeros as the number, such as <0000000>.

[URL Send Settings]:

If you set the machine to send a link via e-mail to the Confidential Fax Inbox in which the document is stored, you can check or perform operations on the document in the Confidential Fax Inbox, using the Remote UI (User Interface) of the machine. If you want to send a link to a Confidential Fax Inbox via e-mail, press [URL Send Settings] → specify the destination → press [OK].

(IMPORTANT

Since there is no way to check a stored password, make sure that you write down the password that you enter, and keep it in a safe place.



If Use Asterisks to Enter Access No./Password in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (*******). (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

4 Press [Done].

Initializing a Confidential Fax Inbox

You can restore a stored Confidential Fax Inbox name and password to their default settings.



You cannot initialize a Confidential Fax Inbox if there are documents still remaining in it.

- Press ⊚ (Additional Functions) → [Mail Box Settings] → [Confidential Fax Inboxes Settings].
- Select the Confidential Fax Inbox that you want to initialize. If you entering Confidential Fax Inbox number using ① - ③ (numeric keys), make sure to enter a two digit number \rightarrow press [OK].
- Press [Initialize].
- Press [Yes] → [Done].

CHAPTER

Appendix

This chapter provides the color copy samples and index.

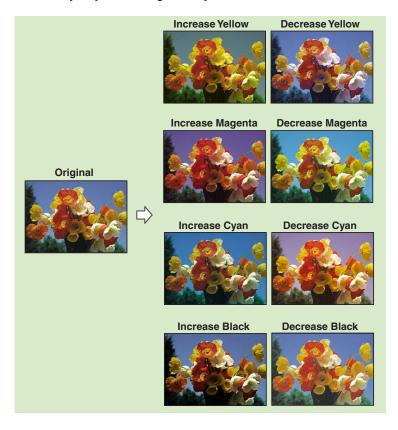
olor Copy Samples9-2
Color Balance9-2
One Touch Color
Image Quality Adjustments
Single Color
Two Colors
mbination of Functions Chart9-6
Copying
Mail Box
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Color Copy Samples

This section provides you with a visual description of how color copies/prints are produced using different color adjustment modes.

Color Balance

This mode enables you to make fine adjustments to the color by varying the relative strength and density of yellow, magenta, cyan, and black.



One Touch Color

This mode enables you to make copies/prints by selecting the look of the image with just one touch of a key.

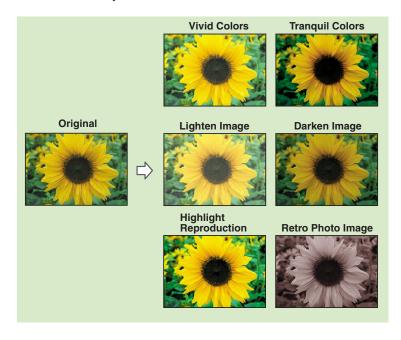
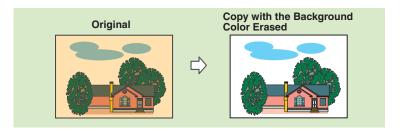


Image Quality Adjustments

You can improve the image quality of copies by erasing the background color of originals, and by making sure that dark areas on the reverse side of originals do not appear on the copies/prints.

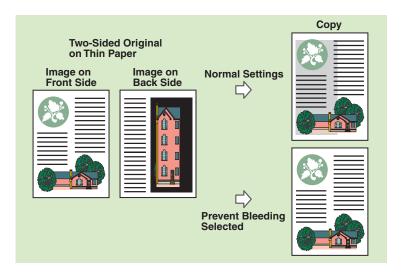
Remove Background

This mode enables you to make copies/prints by erasing the background color of the original. This mode is especially useful for copying/scanning originals, such as catalogues and paper, that have turned yellow from age.



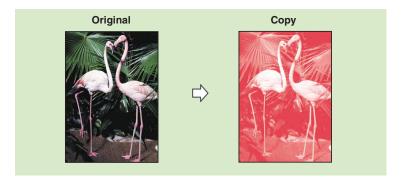
Prevent Bleeding

This mode enables you to make copies/prints by preventing the original image on the reverse side of thin originals from appearing on the copies/prints.



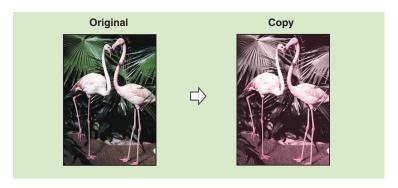
Single Color

This mode enables you to make copies/prints in one specific color only.



Two Colors

This mode enables you to make copies/prints in two colors.



Combination of Functions Chart

These charts show the available combinations of settings when you want to set more than one function at a time.



IMPORTANT

The following modes may not available depending on the machine you use and the optional equipment attached to it.

- Hole Punch, Saddle Stitch, and Divided Booklet modes

Combination Available Combination Unavailable Priority to Latest Set Mode Priority to Image Combination and Booklet Modes (Ratio can be changed) Function to Be Set	Program Already, 2	Zeset Zoom	Soom by Percent	AY Zoom Centage	Auto XY Zoom	Zoom Zoom	Forting Frogram	Post Image	Ait	Full Solor Solor	Black	ŽŽĮ ŽŽĮ	Two Solor	Constant	Prints - Xposure (Aut	Photo Image (100 matic)	Lext	Textor	AutomonorMap	Automa: Paper Sels.:	Stack Burner Selection A	Collate Collate	Group	Rotate Coll	Rotate Grant	Offset College	Offset Grade	Staple	Saddle Si	Add Co.	Hole Print/Leave	Interrupt C	Reserve Copy	1 ▼ Signal Copy	2 ▼ 2-Sides	2 ▼1-Sides	Book ▼ 2-Sides
	⇤		<u> </u>	1.	<u> </u>		Н		\vdash	\vdash	Н	_	Н	Н	Н	-1	-1	-	Н	4	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	\dashv
Preset Zoom Zoom by Percentage	•	₹	A	A	<u> </u>		Н	<u> </u>	H	\vdash	H		Н	Н	Н	\dashv	\dashv	+	\dashv	+	+	+	+	+	+	+	+	+	+	4	+	+	+	+	+	+	+
XY Zoom	1		┡			â	Н	1		_	Н		Н	Н	Н	\dashv	\dashv	\dashv	\dashv	-	+	+	+	+	+	+	+	+	+	-	+	+	+	+	+	+	\dashv
Auto XY Zoom	1	1		₩	-		Н	1	\vdash	\vdash	Н	-	Н	Н	Н	\dashv	\dashv	\dashv	×	V	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	\dashv
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Black	\vdash	Н	\vdash	+	+	Н	Н	Н	-		-	_	1	Н	Н	\dashv	\dashv	\dashv	\dashv	+	+	+	+	+	+	+	+	+	+	\dashv	+	+	+	+	+	+	+
Single Color	\vdash	H	\vdash	+	\vdash	Н	Н		1	1		₹		Н	Н	\dashv	\dashv	\dashv	\dashv	\dashv	+	+	+	+	+	+	+	+	+	\dashv	+	+	+	+	+	+	+
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Automatic Paper Selection, Auto Orientation	Н	Н	H	Ιχ		Н	Н	*3		_	Н		Н	Н	\vdash	\dashv	\dashv	\dashv	\blacksquare	₹	-	+	+;			$^{+}$	+		χŤ	~	+	+	+	+	+	+	\dashv
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Rotate Collate		Н	H	$^{+}$	H	Н	Н	X		Н	Н				Н	\dashv	\dashv	\dashv	×		1 /	<u> </u>	1	1	\ \ \	1	<u> </u>	× i	× i	$\overline{\mathbf{x}}$	x	\pm	+	$^{+}$	+	+	┨
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Offset Collate		Н	H	t	t	Н	Н	X		Т	Н			П	\Box	\dashv								<u> </u>	℀	Ì	ì		<u> </u>	À	$^{\sim}$	$^{+}$	+	$^{+}$	+	+	┪
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Staple	Т	Т	T	T	Т	Н	Н	×	Т	Т	Н		Н	Н	Н	\dashv	\dashv	\dashv	\dashv				A >		_	1	1	ď.	\rightarrow	<u> </u>	\forall	†	7	\dashv	+	+	1
Saddle Stitch	Т	Н	t	T	t	Н	Н	X	Т	Т	Н		Н	Н	Н	\dashv	\dashv	\dashv	×									▲\	Ť		хİ	$^{+}$	+	\dashv	卞	XI;	\times
Add Cover (Print/Leave Blank)		Н	t	t	t	Н	Н	X			Н		Н	Н	Н	\forall	\forall		X		2							<u>.</u>	*		χÌ	$^{+}$	+	1	寸	χť	
Hole Punch	Г	Т	T	T	T	Н	Н	×	П	Т	П		П	Н	Н	\forall	\exists	\exists			2	Ť		ď,		Ť	Ť		XI:	⇉	J	\top	7	7	Ť	Ť	┨
Interrupt Copy	Г	Т	T	T	T	П	П	Ť	П	Г	П		П	П	П	\dashv	\exists	\exists	\neg	\neg	\top	Ť	Ť	Ť	Ť	Ť	†	T	T	7	╮	7	7	7	\pm	$^{+}$	٦
Reserve Copy	Г	Т	T	T	T	Н	П	П	П	Т	П		П	П	П	\dashv	\dashv	\exists	\dashv	\neg	\top	Ť	Ť	Ť	Ť	Ť	†	T	T	7	寸	ॏ	J	7	\pm	$^{+}$	٦
1 ▶ 2-Sided	Г	Г	Т	Т	Т	П	П	×	П	Г	П		П	П	П	\neg			\neg	,	2	T	Ť	Ť	Ť	Ť	\top	T	T	T	T	\top	オ	d,	A /		<u>.</u>
2 ▶ 2-Sided			T	T	T	П	П	X			П		П	П	П	\exists			\exists	,	2	T	T	Ť	Ť	Ť	Ť	T	T	T	T	T	1.	▲	4	A	•
2 ▶ 1-Sided			Г	Τ	Γ	П	П	X		Т	П			П	П				\neg	T	T	T	T	T	T	Ť	Ť	T:	× i	X	T	1	1.	A	▲Ĭ	7	•
Book ▶ 2-Sided						П	П	×								\neg	\neg	\neg	\neg	,	2					$^{+}$	_	1	x i		\rightarrow	$\overline{}$	-1	A 1	A 1.	1	╗

^{*1} You cannot combine these modes if you select a paper type and size other than plain, recycled, color, and heavy 1 types of LTR, LTRR, and STMTR.

^{*2} You cannot combine these modes when a nonstandard paper size or envelope is selected.

^{*3} You can set these modes in combination with the Poster (Copy Ratio(s)) mode.

Combination Available Combination Unavailable Priority to Image Combination and Booklet Modes (Ratio can be changed)	unction Alread	Preset Zoom	Zoom by Porce	AY Zoom Centage	Auto XY Zoom	Auto Zoom	Frogram	Post Image	- Oster	18	Full Color Selection		Two Octor	Wo Colors	Print Exposure (A.	Ph.: Automatic)	Olon Fig.	- Caxi	Auts: Auts	Automatic Paper Sci	Stack Paper Selection	Collate Collate	Group	Rotate Collate	notate Group	Officer Collate	Start Group	Capple	Add Stitch	Hob Bover (Print/	Internation	Reserved Copy	1 Serve Copy	2 Stided	2 - 4-6ided	Boot V Sided	2-Sided
Function to Be Set	1	1	1	1	1	1	1	1	/	1	1	1	/	1	1	/	1	1	/	Ι.	1	' /	- /	-	1	/	/	1	1	/	II	1	Ι.	П	П	1	1
2-Page Separation	¥-	+	+	+	+	+	+	×	\vdash	+	\leftarrow	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	\vdash	Н	*2	+	+	+	+	\leftarrow	\vdash	×	l	Н	Н	+	×	×	$\times 1$	\forall	
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Image Combination	-	4	1	-	⊢	-			⊢	+	\vdash	Н	Н	⊢	Н	Н	Н	⊢	^	A	-2	+	+	+	+	⊢	Н	^	₽	Н	+	+	4	끅	4	싁	
Original Frame Erase	+	+	╀	+	⊢	⊢	×	×	⊢	╄	⊢	Н	Н	⊢	\vdash	_	Н	⊢	Н	Н	-	+	+	+	╀	⊢	Н	Н	⊢	Н	\dashv	4	\dashv	4	4	4	
Book Frame Erase	╀	╀	╀	╄	╄	┺	×	×	L	╄	╙	Ш	Ш	╙		_	Ш	_	Ш	Ш	_	4	+	+	╄	╙	ш	Ш	_	Ш	\dashv	_	_	4	4	4	
Binding Erase	\perp	\perp	\perp	\perp	╙	┖	×	X			\perp	Ш	Ш							Ш		_	\perp	\perp	┖					Ш	Ц		Ц	_	:	×	
Margin								Х														\perp	\perp								Ш		Ш		Ц	_	
Shift (Using the Arrow Keys)	Т	Т	Т	П	П	Π	П	×			П								*7	*7		Т	Т	Т	П	П				П	Т	П	П	Т	Т	٦	
Shift (Using the Numeric Keys)	Т	Т	Т	Т	Т	Т	Г	×	Г		Т	П	П	П		П	П	П	*7	*7		Т	Т	Т	Т	П	П	П	П	П	П	Т	П	Т	Т	٦	
Front Cover	Т	Т	Т	Т	Т	Т	Г	×	Г	Т	П	П	П	П				П	*7	*7	*2	7	< >	٦×	Т	×		×	×	П	П	T	П	T	T	X	
Back Cover	\top	\top	T	\top	Т	Т		×			Т								*7	*7	*2		< >	ď×		×			×	П	\neg	\neg	\neg	\top	1	X	
Sheet Insertion (Printed/Leave Blank)	1	$^{+}$	t	t	t	t		×		t	T	П	П				П		*7	*7	*2		< >			×			×	П	\neg	↰	\neg	\forall		×	
Chapter Page	+	+	+	+	+	\vdash	-	×	\vdash	+	\vdash	Н	Н	\vdash	Н		Н	\vdash	*7	*7	*2		7			X	Н		×	Н	\neg	\dashv	\dashv	+	+	×	
Transparency Interleaving	+	+	+	+	+	\vdash	\vdash	X	\vdash	+	+	Н	Н	\vdash	\vdash	Н	Н	\vdash	ť	×	*2	χľ					×	X		X	\dashv	+	X	X	× i	X	
Booklet		de	1		+	•	×		Н	+	+	Н	Н	\vdash	H	Н	Н	\vdash	X				र्ति		×	×	×		×	X	\dashv	+			XI:	$\hat{\mathbf{x}}$	
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Booklet : Add Cover (Printed/Leave Blank				•	⊢	•	k		Н	⊢	\vdash	Н	Н	⊢	Н	Н	Н	\vdash	x				र्रा	ďχ		Ŕ	x		Ŕ	x	\dashv	+				Ŕ	
				•	╀	-	×		⊢	╀	⊢	Н	Н	⊢	\vdash	_	Н	⊢				;					÷		÷	숤	\dashv					쉿	
Divided Booklet					╄	-			L	1	⊢	Н	Ш	_			Ш	_	×											$\stackrel{\sim}{\odot}$	\dashv						
Creep Correction	-	4	1	•	╄	•	×		L	-	╙	Ш	Ш	╙			Ш	_	×	Ш	*10	X)				×	×	×	×	\sim	\dashv		×	겍	4	X	
Sample Set	╀	╀	1	╄	╄	╙	╙	×	_	\vdash		Ш	Ш	_			Ш	\vdash		Ш	_	-12	<	×	-	×	ш		_	ш	⊢ľ	*6	\perp	4	4	_	
Different Size Originals	┸	┸	┸	┺	╙	╙	╙	X	L	╙	╙	Ш	Ш	╙			Ш	╙	Ш	Х	_	4	4	4	╙	╙	Ш		╙	Ш	Ц	_	Щ	4	4	×	
Job Build								×														\perp	\perp								Ш		Ш		Ц		
Sharpness																															Ш		Ш		\perp		
Nega/Posi	Т	Т	Т	П	П	Π	П				П	П								П		Т	Т	Т	П	П				П	Т	П	П	Т	Т	٦	
Image Repeat	Т	Т	Т	*8	*8	Т	×	×	Г		Г	П	П	Г		Г	П	П	*8	X	П	Т	Т	Т	Т	П	П	П	×	П	П	Т	П	Т	Т	\times	
Mirror Image	Т	Т	Т	Т	Т	Т	×	×	Г	Т	П	П		П				Г		П		\top	Т	Т	Т	П	X	×	×	П	П	T	П	T	Т	٦	
Blanking	\top	\top	T					×				П	П		П		П		П	П		\top	\top	\top						П	T	\neg	Т	\forall	7	X	
Framing	$^{+}$	$^{+}$	t	T	T	Т	Н	×	Г	T	Т	П	П	Н	Т		П		П	П	\neg	\top	$^{+}$	$^{+}$	т		П	П		П	一	\forall	T	\top	+	×	
Color Balance	+	+	$^{+}$	+	$^{+}$	$^{+}$	\vdash	1	Н	$^{+}$	$^{+}$	Н	Н	\vdash	\vdash	\vdash	Н	\vdash	Н	Н	\dashv	$^{+}$	$^{+}$	+	+	-	\vdash	Н	\vdash	Н	\dashv	\dashv	\exists	+	+	4	
One Touch Color	+	+	+	+	+	+	Н	Н	*0	*0	*a	*11	*11	Н	Н	Н	Н	\vdash	Н	Н	\dashv	+	+	+	+	-	Н	Н	\vdash	Н	\dashv	+	\dashv	+	+	\dashv	
Remove Background	+	+	+	+	+	\vdash	Н	Н	,	۲	Ť	۳		*5	\vdash	Н	Н	Н	Н	Н	\dashv	+	+	+	+	Н	Н	Н	Н	Н	\dashv	+	\dashv	+	+	\dashv	
Prevent Bleed-thru	+	+	+	+	+	\vdash	⊢	\vdash	Н	+	\vdash	Н	Н	*5	Н	Н	Н	\vdash	Н	Н	\dashv	+	+	+	+	\vdash	Н	Н	\vdash	Н	\dashv	+	\dashv	+	+	\dashv	
Form Composition	+	+	+	+	+	+	⊢	×	Н	+	+	Н	×	۳	H	Н	Н	\vdash	Н	Н	*4	+	+	+	+	\vdash	Н	×	₩	Н	\dashv	+	\dashv	+	+	\dashv	
Page Numbering	+	+	+	+	+	⊢	×	₽	Н	+	\vdash	Н	x	⊢	Н	Н	Н	\vdash	Н	Н	-	+	+	+	+	⊢	Н	×	₩	Н	\dashv	+	\dashv	+	+	\dashv	
Copy Set Numbering	+	+	+	+	+	⊢	k	⊢	H	+	\vdash	Н	x	⊢	Н	Н	Н	\vdash	Н	Н	\dashv	٠,	1	tx	+	×	Н	×	₩	Н	\dashv	+	\dashv	+	+	\dashv	
Watermark/Print Date	+	+	╀	+	⊢	⊢	₩	⊢	⊢	+	\vdash	Н	x	⊢	Н	Н	Н	⊢	Н	Н	\dashv	ď	+	┯	+	₽	Н	x		Н	+	+	\dashv	+	+	\dashv	
	+	+	+	+	⊢	⊢	户		H	⊢	\vdash	Н		⊢	Н	\vdash	Н	⊢	Н	Н	\dashv	+	+	+	+	⊢	Н	^	P	Н	\dashv	+	\dashv	긠	4	긠	
Scan Image Check	+	+	+	╀	+	⊢	\vdash	×	⊢	\vdash	\vdash		Н	⊢	\vdash	L	Н	\vdash	Н	Н		+	+	+	+	\vdash	Н	Н	\vdash	Н	\dashv	4	_	×	× :	×	
Job Block Combination	┸	\perp	╀	┺	┺	╙	L	×	L	┺	ـــــ	X	X	L	\vdash	L	Ш	L	Ш	Ш	*2		<u> </u>	(X	1	×	┖	X	×	Ц	Ц	4	Ц	4	4	_	
Store In User Inbox	\perp	\perp	╀	\perp	╙	╙	L			\perp	_	×	Χ		\vdash	L	Ш	L	Ш	Ш	*12	4	4	\perp	\perp	L	\vdash	Ш	L	Ш	Ц	_	\Box	\perp	\perp	_	
Store In User Inbox (Copy Upon Storing)	\perp	\perp	\perp	┺	L	\perp	L			┖	\perp	X	Χ		\perp	L	Ш		Ш	Ш	*12	4	\perp	\perp	\perp		\perp	Ш	\perp	Ш	Ц	\Box	Ш		_	_	
Secure Watermark (Watermark)	L	\perp	L	\perp	L	\perp	L	L	L	L		×	×	L		L	Ш	L	Ш	Ш	\perp	4	1		\perp	L		Ш	L	Ш	Ш		Ш	\perp	\perp	$_{\perp}$	
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Secure Watermark (Copy Set Numbering)	Γ	L	Γ	L	L	X	L	L	╚				L		Ľ	\Box	L	\Box	Ш			<	×	\perp	X	╚	X	X		┙	\Box	ᆜ		╝	╝	
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Secure Watermark (ID/User Name)		L	L	L	L	L	L	Ĺ	L	Ĺ	\perp	×	Χ	Ĺ		\Box	\Box	\Box	\Box	Ш	\Box	⊥		Ţ	L	L	L	\Box	_	L	┙	\perp	┙	\Box	╝	\Box	

- *2 You cannot combine these modes when a nonstandard paper size or envelope is selected.
- *4 You cannot combine these modes when envelope is selected.
- *5 If you select the fine adjustments to the density in combination with these modes, the mode which is set last has priority (priority to Latest Set Mode).
- *6 You can set the Sample Set mode as the reserve copy mode.
- *7 You cannot combine these modes when you set the Different Size Originals mode.
- *8 You can set these modes in combination with the Image Repeat (manual setting).
- *9 If you select the Retro Photo Image mode in combination with these modes, the mode which is set last has priority (Priority to Latest Set Mode).
- *10You cannot combine these modes when you set the Plain Paper Print Settings or 2nd Side of 2-Sided Page mode and a nonstandard paper size or envelope is selected as the paper type.
- *11 You cannot combine these modes when you set the Retro Photo Image mode.
- *12You cannot combine these modes when a nonstandard paper size is selected.

Combination Available Combination Unavailable Priority to Latest Set Mode Priority to Image Combination and Booklet Modes (Ratio can be changed) Function to Be to Set	Jan.	Image Separation	Original r mbination	Book E. Tame Erass	Binding Erase	Margin	Shift (Using	Shift (Using the Arrow Keys)	Front Cover Numeric Keys	Pack Cover	Sileet Insertion (Br.:	Transfer Page Inted/Leave Blank	Booking Interlegion	Books	Bookla Saddle Strat	Divided F Add Cover (B.	Creep Correction (Frinted/Leave Blank)	Sample Sot	Different Size	Job Build Conginals	Sharpness	Nega/Posi	Mirror Repeat	Blanking	Framing	Color Balance	One Touch 2:	Hemove Back	Prevent Bleed.tt.	Domposition Design	Age Numbering	Wast Numberia	Scan Land Date	Job Blog Check	Store In 1	Store In User Inbox	Sonville	Secure Watermark (Waterm	Secure Watermark (Date)	Secure Watermark (Copy Set N.	Secure Watermark (Serial Nime	(ID/User No.	/ Name /
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- *2 You cannot combine these modes when a nonstandard paper size or envelope is selected.
- *4 You cannot combine these modes when envelope is selected.
- *5 If you select the fine adjustments to the density in combination with these modes, the mode which is set last has priority (priority to Latest Set Mode).
- *6 You can set the Sample Set mode as the reserve copy mode.
- *7 You cannot combine these modes when you set the Different Size Originals mode.
- *8 You can set these modes in combination with the Image Repeat (manual setting).
- *9 If you select the Retro Photo Image mode in combination with these modes, the mode which is set last has priority (Priority to Latest Set Mode).
- *10You cannot combine these modes when you set the Plain Paper Print Settings or 2nd Side of 2-Sided Page mode and a nonstandard paper size or envelope is selected as the paper type.
- *11You cannot combine these modes when you set the Retro Photo Image mode.
- *12You cannot combine these modes when a nonstandard paper size is selected.

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^{*11}You cannot combine these modes when you set the Retro Photo Image mode.

^{*13}You cannot combine these modes with the Secure Watermark, Page Numbering, Copy Set Numbering, Watermark, and Print Date modes in the Job Block Combination mode.

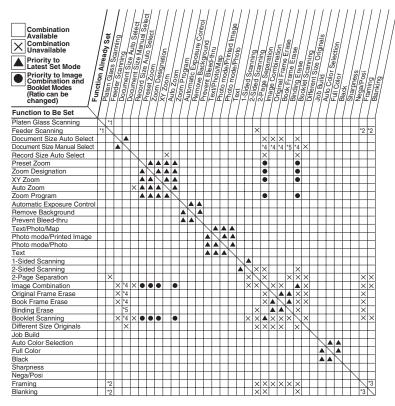
^{*14}You cannot combine these modes when the Automatic Paper Selection mode is set.

^{*15}If you select Lighten Image, Darken Image, or Highlight Reproduction in the One Touch Color mode in combination with these modes, the mode which is set last has priority (Priority to Latest Set Mode).

^{*16}Combination unavailable if [Manual] is selected for the Creep Correction mode.

^{*17}You cannot combine these modes with the Secure Watermark mode in the Job Block Combination mode.

■ Scan Function



^{*1} Combination available when the Job Build mode is set.

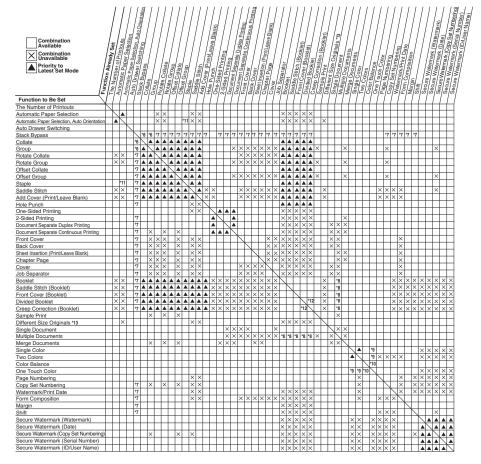
^{*2} If you are designating areas with the edit pen, scanning cannot be performed.

^{*3} Any combination of up to four areas can be designated.

^{*4} Combination unavailable if [Auto] or [11 x 17+] is selected as the document size.

^{*5} Combination unavailable if [11 x 17+] is selected as the document size.

■ Print Function



- *6 Combination unavailable if [Envelope] is selected.
- *7 Combination unavailable if [Irreg. Size] or [Envelope] is selected.
- *8 Combination unavailable if the record sizes of the selected documents are different.
- *9 Combination unavailable if the Retro Photo Image mode is set.
- *10lf the One Touch Color mode is used for color balance settings, any color balance settings that have been made are also changed.
- *11Combination unavailable if the Double Staple mode is selected.
- *12Combination available if [Auto] is selected for the Creep Correction mode.
- *13Output prints scanned using the Different Size Originals mode.

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